Blackboard - Online Tests

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Tests in Blackboard

• There are two ways to build an online test.
  – Build a test from scratch.
  – Import a testbank provided by your textbook publisher and create a test using testbank questions.

• Tests and Pools
  – In Blackboard, a “Pool” holds a group of questions in Blackboard.
  – Tests can be created using the questions created from scratch or imported in Pools.
  – For students to see a test, a test needs to be placed in a content area. This process is called “deploying”. In other words, a test can be accessible by students only when it has been deployed to a content area.
Create Online Tests from Scratch

• When a test has a limited number of questions, you may create a test from scratch.

• Steps
  1. Add a “Tests” content link to “Course Menu”.
  2. Create a Test in Course Tools>Tests, Surveys, and Pools.
  3. Deploy the test.
  4. Set up Test Option

Example: Create a quiz with a multiple choice question, a short answer question, and an essay question.
Step 1, Add “Tests” Content Link to Course Menu

- Click on the “+” on the upper left corner of the Course Menu.
- Choose “Content Area”.
- Type “Tests” in the Name box.
- Check “Available to Users”.
- Click on “Submit”.
- The newly created “Tests” link is placed at the bottom of the Course Menu. You may move it up by dragging the move icon and drop the link to a position of your choice.
Step 2, Create a Test in Course Tools>Tests, Surveys, and Pools

- In “Control Panel”, click on “Course Tools” and select “Tests, Surveys, and Pools”.
- Click on “Tests”.
- Click on “Build Test”.

![Tests, Surveys, and Pools]

Tests, Surveys, and Pools

Tests are sets of questions that are graded to measure student achievement. Test results are reviewed in the Grade.
Step 2. Create a Test

• Type the test name, description, and instructions. Click on “Submit”.
Create a Multiple Choice Question

- Go to “Create Question”, select “Multiple Choice”.
- Type the question title in the “Question Title” box and the question in the “Question Text” box.

1. Question
   - Question Title
   - Question Text
     How many community colleges are there in the state of Connecticut?

2. Answers
   - Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.
   - Number of answers: 4
   - Correct Answer 1.

- Type the answer choices. Check the bullet next to the correct answer choice. You may type feedback or instructor’s note in its corresponding box. Click on “Submit”. 
Create a Short Answer Question

• Go to “Create Question” and select “Short Answer”.
• Type question title, question text, answer text, and instructor note in its corresponding box.
• Click on “Submit”.

1. Question

```
Which city does Middlesex community college locate in Connecticut?
```

2. Answer

```
Enter an answer to provide an example of a correct response.
```

```
Middletown
```

Set the number of rows that will display in the answer field.
Create an Essay Question

- Go to “Create Question”, select “Essay”.
- Type question title, question text, and instructor’s note in its corresponding box.
- Click on “Submit”.

Create/Edit Essay Question

Essay questions require students to enter an answer into a text box. More Help

1. Question

*Question Title

Question Text

What are your academic goals?
Change a Point Distribution

• In Default, 10 points are given to a newly created question.
• If you would like to change the value of a question, click on the point box, type the number, and click on “Submit”.

![Image of questions and point distribution interface]
Update a Point Distribution

• Giving same point value to all questions:
  – Click on “All” link to select all questions.
  – Type the point value in the “Points” box.
  – Click on “Update”.

[Image of a quiz interface showing the process of updating points]
Step 3, Deploy a Test

- After a test has been created, you will need to deploy it to a content area for students to access.
- Click on the “Tests” link in the “Course Menu”.
- Go to Assessments, select “Test”.
- Choose the test you just created, click on “Submit”.

![Diagram of deploying a test in a course management system]
Step 4, Test Options

- Under “2. Test Availability”, check “Yes” in “Make the Link Available” and “Add a New Announcement for this Test”.
- Check “Set Timer”, choose the test duration.
- Check “ON” in Auto-Submit.
- Set up the release date and time in “Display After”.
- Set up the due date and time in “Display Until”.
  - Using “Display Until” makes students unable to take the test after the date/time.
- Using “Due Date” enables students to take the test after the set due date but their test attempt will be marked late.
Step 4, Test Options

- Under “5. Test Feedback”, check “Submitted Answers”. This is for students to review their own answers after they have finished a test.

- Click on “Submit”.

- To revise a test setting, click on the action icon next to the test name and select “Edit the Test Options”. Change a setting and click on “Submit”.

[Image of test feedback settings with checkboxes for score and submitted answers highlighted]
Student View-Take a Test

- You may log on as a student to see how your students take a test and view a test result.

- Add Test_Student account in Blackboard
  - Under “Control Panel”, click on “Course Tools”, and click on “Add_Test_Student”.
  - You will see your username as “ID_ts”.
  - Enter the password of your choice twice.
  - Click on “Submit”.

- Log on as a Test_Student
  - Log out Blackboard by clicking on the Logout icon at upper right corner.
  - After you have logged out, you will be directed to the logon page of Blackboard.
  - Enter your test student account, ID_ts, and password.
  - At the My Blackboard page, click on “Courses” at upper right. Within SEVEN days before the first day of your course, you will see the course listed.
  - Click on your course.
  - Click on “Tests” link in the “Course Menu”.
  - Click on the test link and click on “Begin”.
  - When you are done with the test, click on “Save and Submit”.
  - The short answer question and essay question are pending for professor to grade.
Grading a Test

- Multiple choice questions will be graded automatically in Blackboard.
- Instructors need to grade Short Answer and Essay questions.
- Under “Control Panel”, click on “Grade Center”, and click on “Tests”.
- A green notation sign in the test for a student indicates the test is pending for grading. Click on the notation and select “Attempt…”
Grade a Test

- In the View Attempt page, you will see test questions and student responses.
- Scroll down to the Short Answer or Essay question, review student response, provide feedback, and enter a score.
- After all questions have been graded, click on “Submit”.

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**Question 3: Essay**

What are your academic goals?

**Given Answer:** Get good grades and transfer to a 4-year college.

**Correct Answer:** [None]

**Response Feedback:**

Need to elaborate more on your academic goal. -8
Reset an Attempt

- If a student has mistakenly submitted a test without entering any answers or his computer crashes and cannot complete the test before it expires, you will reset the attempt to allow the student to take the test again.
- Under “Control Panel”, click on “Grade Center”, and click on “Tests”.
- A green notation sign in the test for a student indicates the test is pending for grading. Click on the notation and select “Attempt…”.

- Verify that there were no answers saved in the test.
- Click on “Clear Attempt” button.
- Click on “OK” to confirm.
Build a Test from a Testbank

• It seems tedious to manually build a test using a good mount of multiple choice questions. In this case, you are advised to use a testbank provided by your textbook publisher.
  – Contact your textbook rep. to provide you an access to the testbank that is compatible with Blackboard.
  – Following the instructions provided by the textbook publisher to import the testbank to Blackboard.
    • You may create a test in an application outside of Blackboard such as E-Z Test or ExamView first and then import the test to Pools in Blackboard.
  – After you have obtained the testbank and the instructions on how to access the testbank, you may contact Distance Learning staff to help you import the testbank to Blackboard and build a test in Blackboard using imported questions.
Create a Test Using Testbank Questions

- The steps of creating a test using testbank questions are very similar with those of creating a test from scratch.

1. Add a “Tests” Content Link to “Course Menu”.
2. Create a Test in Course Tools>Tests, Surveys, and Pools.*
3. Deploy the Test.
4. Set Up Test Options

a. If you create a test in an application provided by your publisher and import the test to Blackboard “Tests”, you can skip Step 2.

b. If you import testbank questions to “Tests” or “Pools” or a test created outside Blackboard is imported to “Pools”, you will do all four steps in which the only difference is in Step 2 that you will need to choose imported questions instead of creating questions. The rest of the three steps are the same.
Create a Test Using Existing Questions

• Step 1. Create a “Tests” content link in the Course Menu. Refer to “Slide 4”.

• Step 2. Create a Test
  – Click on the “Tests” link in the “Course Menu”.
  – Go to Assessments, and select “Tests”.
  – Click on “Create” tab. Type the test name and brief description. Click on “Submit”.

• Go to “Reuse Question” tab and select “Find Questions”.

• Choose “Link to original questions”. Click on “Continue”.

Find Question Mode

Choose a method for adding questions: copying or linking. The difference is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey. Click continue.
Step 2. Finding Questions and Steps 3 and 4

- Depending on where the test questions have been imported,
  - If the questions have been imported to “Pools”, click on “Pools” in upper left panel. Choose a category such as “Chapter 1”.
  - If the questions have been imported to “Tests”, click on “Tests” in upper left panel. Choose a test such as “Chapter 1”.
- Choose the questions you would like to add to the test.
- Click on “Submit”.
- You may change the point distribution (refer to Slide 10). Click on OK when you are satisfied with the point distribution of the test.
- Step 3 and Step 4, refer to “Slide 11” to “Slide 13”.

![Diagram showing how to find and add questions to a test.]