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.
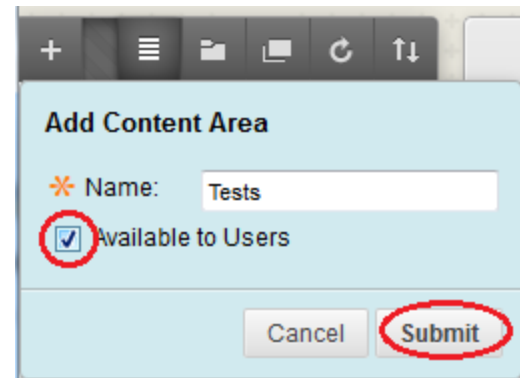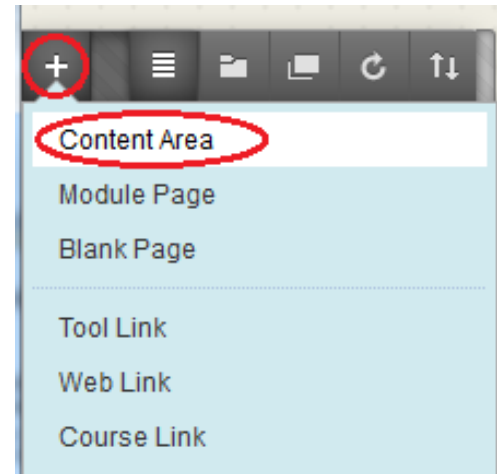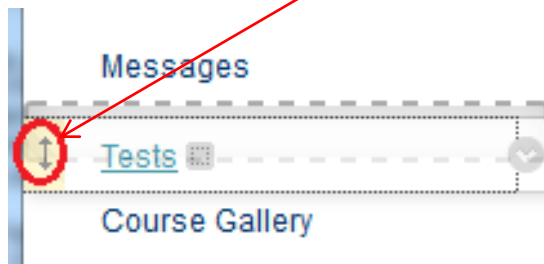
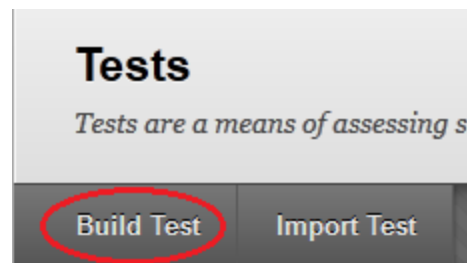# Step 2, Create a Test in Course Tools>Tests, Surveys, and Pools

- In "Control Panel", click on "Course Tools" and select "Tests, Surveys, and Pools".
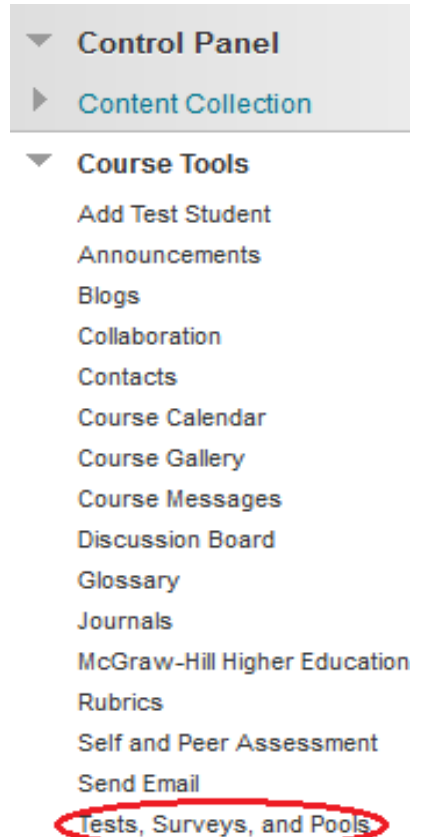- Click on "Tests".

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measu
take the test. Test results are reviewed in the Grade

- Click on "Build Test".

Tests

Tests are a means of assessing s

Build Test | Import Test

Control Panel
- Content Collection

Course Tools
Add Test Student
Announcements
Blogs
Collaboration
Contacts
Course Calendar
Course Gallery
Course Messages
Discussion Board
Glossary
Journals
McGraw-Hill Higher Education
Rubrics
Self and Peer Assessment
Send Email
Tests, Surveys, and Pools

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.
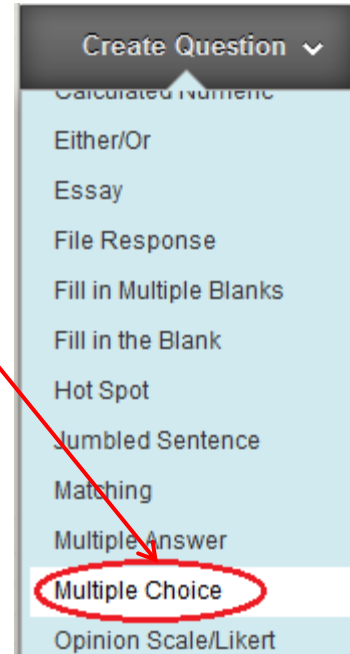
1. Question

Question Title   Question1

✳ **Question Text**

| **T** | *T* | T | Arial | ▾ | 3 (12pt) | ▾ | **T** ▾ | ☰ ▾ | ☱ ▾ | ✓ᴬᴮᶜ ▾ | 𝒫 | ⸮ᴐ |

How many commmunity colleges are there in the state of Connecticut?

- 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".

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answe

Number of Answers   4 ▾

Correct
- ⦿ Answer 1.

| **T** | *T* | T | Arial | ▾ | 3 (12pt) | ▾ | **T** ▾ | ☰ ▾ | ☱ ▾ | ✓ᴬᴮᶜ ▾ | 𝒫 | ⸮ᴐ |

12

Create Question ▾

Calculated Numeric

Either/Or

Essay

File Response

Fill in Multiple Blanks

Fill in the Blank

Hot Spot

Jumbled Sentence

Matching

Multiple Answer

Multiple Choice

Opinion Scale/Likert

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.
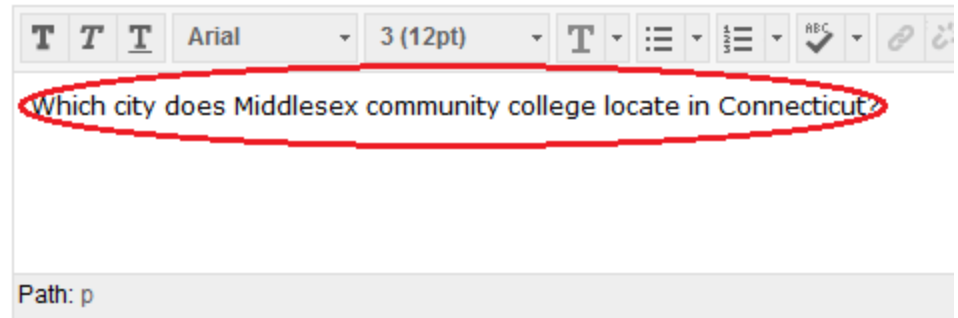- Click on "Submit".
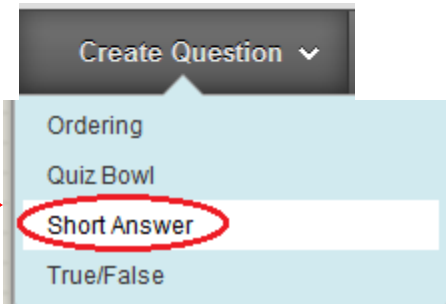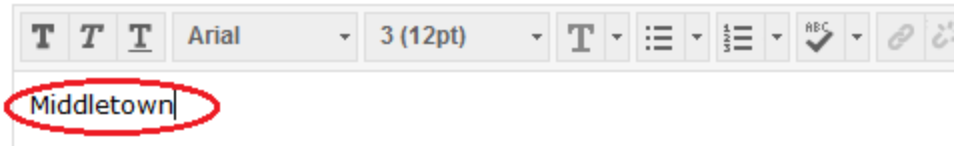
1. **Question**

Question Title   Question2

* Question Text

| **T** | *T* | T̲ | Arial | ▾ | 3 (12pt) | ▾ | **T** ▾ | ☰ ▾ | ☰ ▾ | ✓ ▾ | 🔗 | ⅋ |

Which city does Middlesex community college locate in Connecticut?

Path: p

Create Question ▾

Ordering
Quiz Bowl
Short Answer
True/False

2. **Answer**

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

Set the number of rows that   3 ▾
will display in the answer
field.

Answer Text

| **T** | *T* | T̲ | Arial | ▾ | 3 (12pt) | ▾ | **T** ▾ | ☰ ▾ | ☰ ▾ | ✓ ▾ | 🔗 | ⅋ |

Middletown

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".

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".

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".

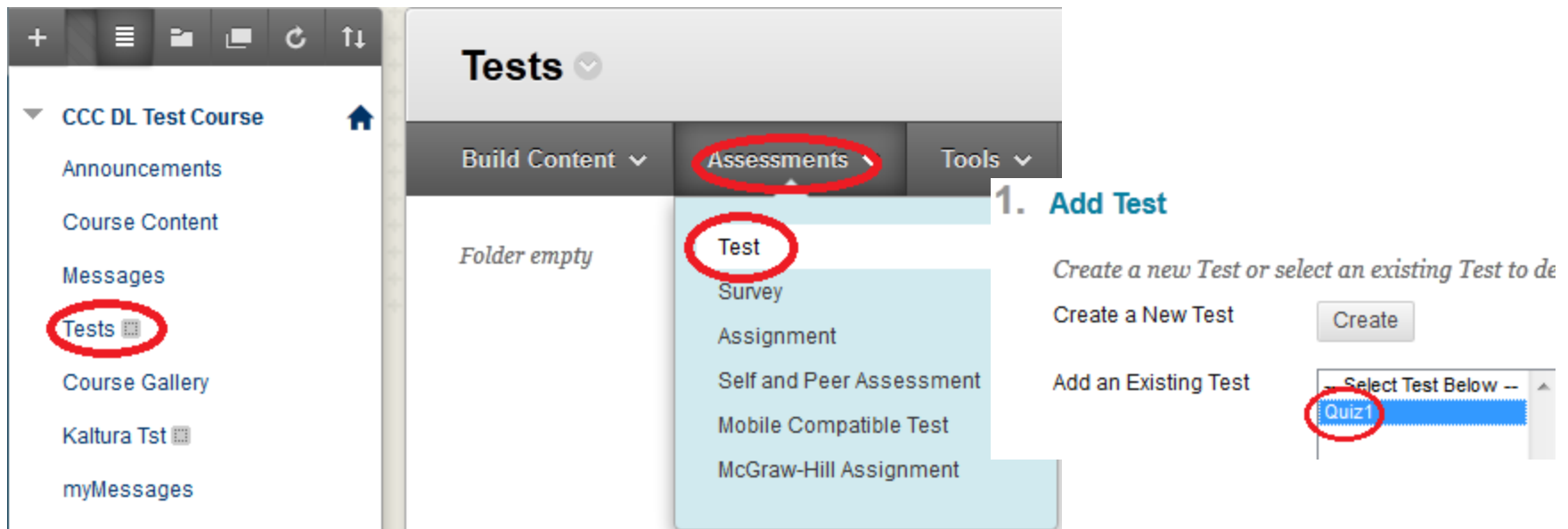| Description | You are given 10 minutes to compute the quiz. |
Instructions	When you are ready to take the quiz, click on Begin.
Total Questions	3
Total Points	30

Select All None Select by Type: - Question Type -

Delete   Points 20   Update   Hide Question Details

☑ 1. **Multiple Choice: Question1: How many community colle**

| Question | How many community colleges are th |
| Answer | ✓ 12 |

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".

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.

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
Once started, this Test must be completed in one sitting.

☑ Set Timer
Set expected completion time. Selecting this option also records completi before they begin the Test.

Hours [0 ▼] Minutes [30 ▼]

Auto-Submit
OFF: *The user is given the option to continue after time expires.*
ON: *Test will save and submit automatically when time expires.*

○ OFF ● ON

☑ Display After [06/04/2013] [📅] [09:57 AM] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☑ Display Until [06/09/2013] [📅] [11:59 PM] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Step 4, Test Options

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

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

☑ Score

☑ Submitted Answers

☐ Correct Answers

☐ Feedback

- 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".

Quiz1

You are _____ quiz.

Edit the Test

Edit the Test Options

Adaptive Release   Edit the Test Options
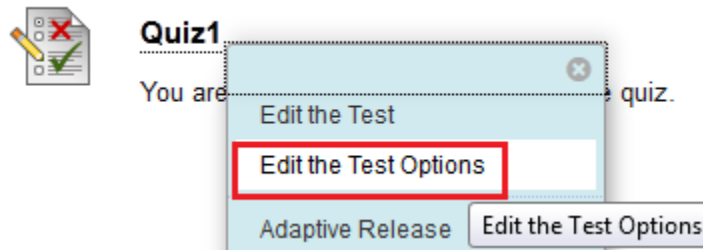
Student View-Take a Test

- 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".
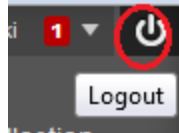
- Log on as a Test_Student
    - Log out Blackboard by clicking on the Logout icon at upper right corner.
    - After you have logged out, you will be directed to the logon page of Blackboard.
    - Enter your test student account, ID_ts, and password.
    - At the My Blackboard page, click on "Courses" 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.

▼ **Course Tools**
....
Add Test Student
Announcements
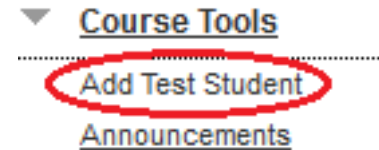
2. **Password**

Enter the password you wish to use for this Test Account

⋆ Password   ●●●●●●●●●●

⋆ Confirm Password   ●●●●●●●●●●

Blackboard learn ⁺

USERNAME:
00705945_ts

PASSWORD:
●●●●●●●●

Login

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".

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…".

Move To Top	Email					Sort Columns By: Layout Position
Grade Information Bar						
☐ Last Name	First Name	Username	Student ID	Last Access	Availability	Quiz1
☐ Guan-Raczkowski	InstructorYi (Test Stu	ins_guan_ts		June 5, 2013	Available	!
☐ McCann	Cheryl	mccannstudent		January 11, 2013	Available	--
Selected Rows: 0						
Move To Top	Email					

View Grade Details

Exempt Grade

Attempt 6/5/13 !

Attempt 6/5/13

- Verify that there were no answers saved in the test.
- Click on "Clear Attempt" button.
- Click on "OK" to confirm.

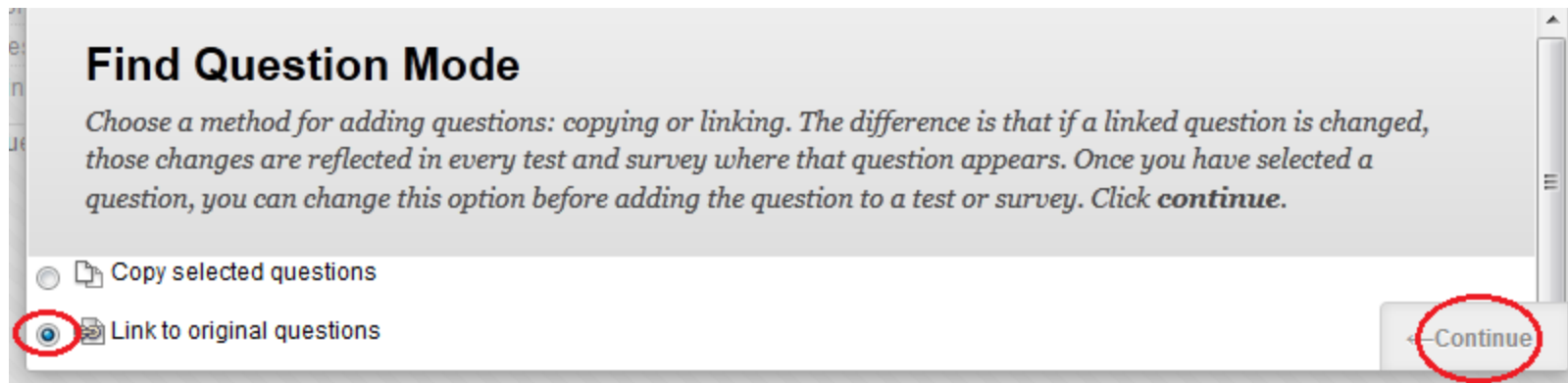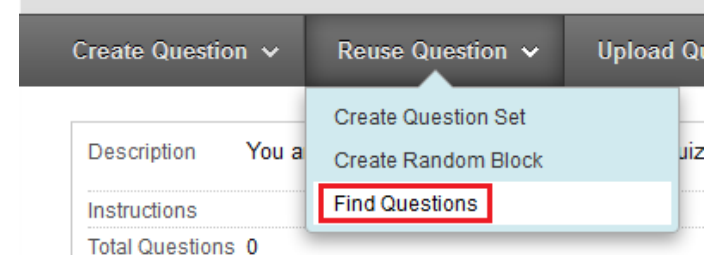|	
Status	Needs Grading
Attempt Score	0 out of 30 points
Time Elapsed	0 minute out of 30 minutes.
Started Date	6/5/13 10:16 AM
Submitted Date	6/5/13 10:17 AM
Clear Attempt	Clear Attempt *Click **Clear Attempt** to clear thi*
Edit Test	Edit Test *Click **Edit Test** to make changes.*
Instructions	When you are ready to take the quiz, click on Begin

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**.

○ ⬚ Copy selected questions

◉ ⬚ Link to original questions   ←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".