

# 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 or imported to Pools.
  - For students to take a test, a test needs to be placed in a content area. This process is called “deploy”. In other words, a test can be accessible by students only when it has been deployed to a content area.

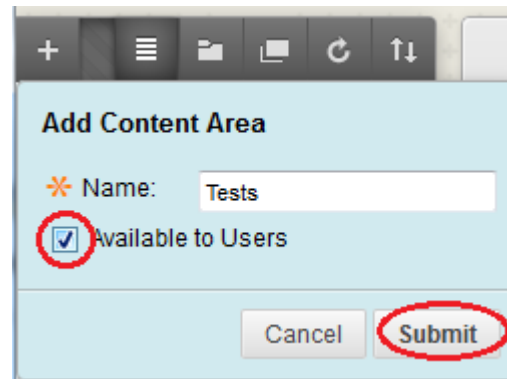
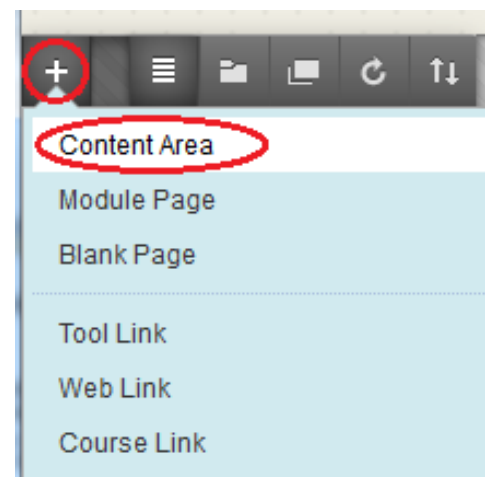
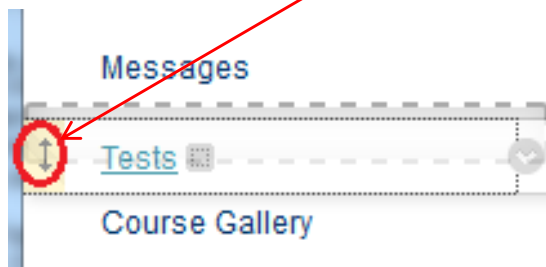
# Create Online Tests from Scratch

- When a test has a limited number of questions, you may create a test from scratch.
- Steps
  1. Add a “Tests” content page 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 true/false question, a set of matching questions, a fill-in blank 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 “Test”.

### Tests, Surveys, and Pools

#### Tests

*Tests are sets of questions that are graded to measure student learning. Test results are reviewed in the Grade Center.*

- Click on “Build Test”.

#### Tests

*Tests are a means of assessing student learning.*

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 instruction. Click on “Submit”.

\* Indicates a required field.

Cancel

Submit

## 1. Test Information

\* Name

Quiz1

Description

**B** **B** **B** Arial 3 (12pt) **T** **☰** **☰** **ABC** **🔗** **🔗** **📺** **i** **🔄** **⌵**

You are given 10 minutes to compute the quiz.

Path: p

Words:9

Instructions

**B** **B** **B** Arial 3 (12pt) **T** **☰** **☰** **ABC** **🔗** **🔗** **📺** **i** **🔄** **⌵**

When you are ready to take the quiz, click on Begin

# Create a Multiple Choice Question

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

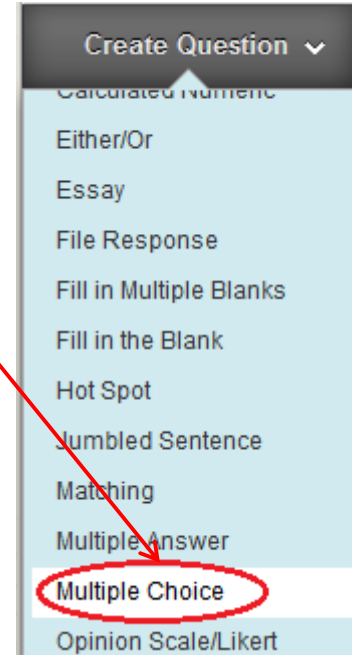
## 1. Question

Question Title

\* Question Text

**T** **T** **T** Arial 3 (12pt) **T**

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



- Type the answer choices. Check the correct 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 answer

Number of Answers

Correct

Answer 1.

**T** **T** **T** Arial 3 (12pt) **T**

12

# Create a True/False Question

- Go to “Create Question”, select “True/False”.
- Type the question title in the “Questions Title” box and the question in the “Question Text” box.
- Under “Answer”, choose either True or False as the correct answer.
- You may write your comment in the Feedback box.
- Click on Submit.
- Enter the grade point for the questions on the Point box at the upper right corner.



# Create a Set of Matching Questions

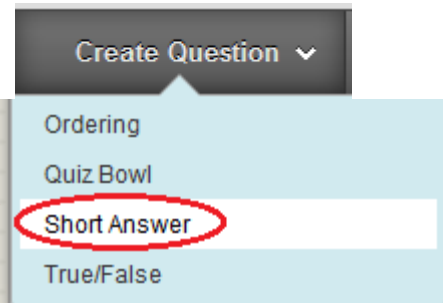
- Go to “Create Question”, select “Matching Question”.
- Type the question title in the “Questions Title” box.
- For each matching pair, write the question in the Question Box and the answer in the Answer box.
- Under Answer Order, select Random.
- You may write your comment in the Feedback box for a correct answer or an incorrect answer.
- Click on Submit.
- Enter the grade point for the questions on the Point box at the upper right corner.

# Create a Fill-in Blank Question

- Go to “Create Question”, select “Fill-in the Blank”.
- Type the question title in the “Questions Title” box.
- Type the question in the Question box and the answer in the Answer box.
- Choose “exact match” or “Case Sensitive” if you wish.
- You may write your comment in the Feedback box for a correct answer or an incorrect answer.
- Click on Submit.
- Enter the grade point for the questions on the Point box at the upper right corner.

# Create a Short Answer Question

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

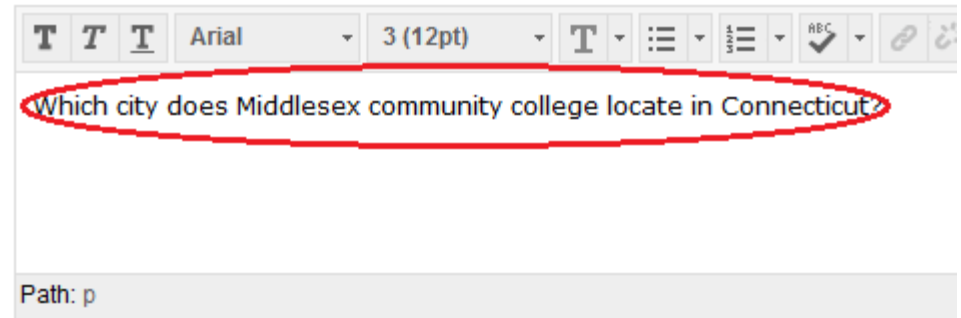


## 1. Question

Question Title

Question2

\* Question Text



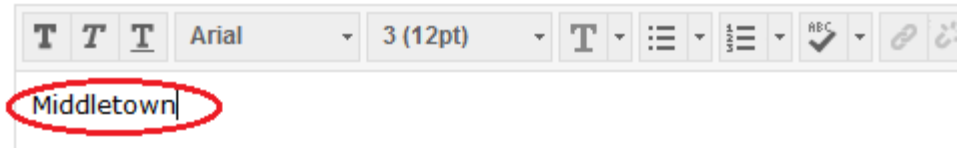
A screenshot of a text editor for the question text. The editor has a toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), and text color. The question text, "Which city does Middlesex community college locate in Connecticut?", is circled in red. Below the editor is a 'Path: p' field.

## 2. Answer

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

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

Answer Text



A screenshot of a text editor for the answer text. The editor has a toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), and text color. The answer text, "Middletown", is circled in red.

# Create an Essay Question

- Go to “Create Question”, select “Essay Question”.
- Type in the question title, question text, and instructor 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](#)

\* Indicates a required field.

Cancel

Submit

Create Question ▾

Calculated Formula

Calculated Numeric

Either/Or

Essay

File Response

### 1. Question

Question Title

Question3

\* Question Text

**T** *T* T Arial 3 (12pt) **T**         

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 a grade point in a question, click on the point box, type the grade point you wish, and click on “Submit”.

<input type="checkbox"/>	<b>1. Multiple Choice: Question1: How many community colleges are there...</b>	Points: <b>10</b>
Question	How many community colleges are there in the state of Connecticut?	Up
Answer	<input checked="" type="checkbox"/> 12	

Update Points: <input type="text" value="5"/>	<input type="checkbox"/> Extra Credit	Cancel	<b>Submit</b>
in the state of Connecticut?			Submit

# Update a Point Distribution

- To give the same point to all questions:
  - Click on the “All” link to select all questions.
  - Type the point value you wish 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 - ▾

→  | Points   |

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”.

The screenshot displays a course management interface. On the left, a course menu for 'CCC DL Test Course' is shown, with the 'Tests' link circled in red. The main content area is titled 'Tests' and shows a 'Folder empty' message. A navigation bar at the top includes 'Build Content', 'Assessments', and 'Tools', with 'Assessments' circled in red. A dropdown menu is open under 'Assessments', listing options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', 'Mobile Compatible Test', and 'McGraw-Hill Assignment', with 'Test' circled in red. On the right, a dialog box titled '1. Add Test' is shown, with the instruction 'Create a new Test or select an existing Test to de...'. It includes a 'Create a New Test' button and an 'Add an Existing Test' section with a dropdown menu labeled 'Select Test Below --' and 'Quiz1' selected and circled in red.

# Step 4, Test Options

- Under “2. Test Availability”, check “Yes” in “Make the Link Available” and “Add a New Announcement for this Test”.
- Test attempt – if you choose multiple attempt, you will specify the number of attempts and scoring option.
- 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”.
- Use “Display Until”, students are unable to take the test after the date/time.
- Use “Due Date”, students can still take the test after the due date but their test attempt will be marked as 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 completion before they begin the Test.*

Hours  Minutes

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

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*



# Step 4, Test Options

- Under “Test Result and Feedback”, check “ After Submission”, “All Answers”, “Submitted Answers”. This is for student to review their own answers after they have finished a test.

*Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.*

When <i>i</i>	Score per Question <i>i</i>	Answers <i>i</i>	Feedback <i>i</i>	Show Incorrect Questions <i>i</i>
After Submission ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Due Date ▼ 10/25/2015 11:59 PM	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- Click on “Submit”.
- To **revise a test setting**, click on the action icon next to the test name and select “Edit Test Options”. Change a setting and click on “Submit”. After all students have taken a test, you may want to release the correct answers by checking “Correct Answers” in “5. Test Feedback”.



Quiz1

You are

quiz.

- Edit the Test
- Edit the Test Options**
- Adaptive Release
- Edit the Test Options

# Test Setting for ADA Students

- Approved by the college ADA specialist, some students may need more time to complete a test.
  - Click on a test and select “Edit Test Options”.
  - Under “TEST AVAILABILITY GROUP”, select “Add User or Group”.
  - Choose the student who needs a accommodation.
  - Type in the time the student needs to take the test.
  - Click on Submit.

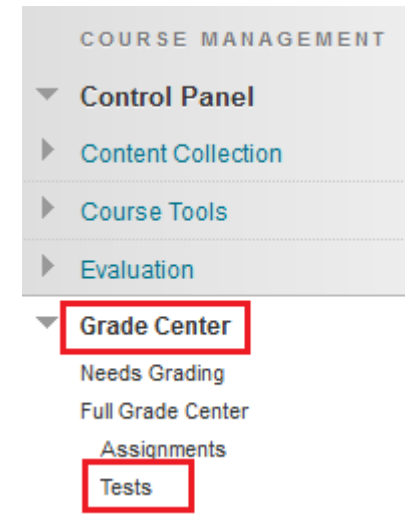
NAME	ATTEMPTS	TIMER	AVAILABILITY
 	Single Attempt ▼	<input checked="" type="checkbox"/> 300 <input checked="" type="checkbox"/> Auto Submit	 

# Take a Test as Student

- You may take the test as student.
  - Click on the test link and click on Begin button. When you are done, click on “Save and Submit”.
  - If you take the test in Student View by clicking on “Go to Student View”. The test needs to be made available.


# Grading a Test

- Multiple choice questions will be graded automatically after students complete the test.
- 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 Information Bar


Sort Columns By: Layout Positio

Last Name	First Name	Username	Student ID	Last Access	Availability	Quiz1
<input type="checkbox"/> Guan-Raczkowski	InstructorYi (Test Stu	ins_guan_ts		June 5, 2013	Available	
<input type="checkbox"/> McCann	Cheryl	mccannstudent		January 11, 2013	Available	--

Selected Rows: 0

View Grade Details

Exempt Grade


**Attempt 6/5/13 **

Attempt 6/5/13

# 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”.

## Question 3: Essay

 out of 15 points

What are your academic goals?

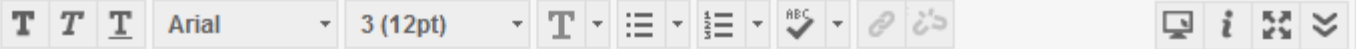
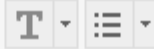
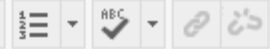

Given Get good grades and transfer to a 4-year college.

Answer:

Correct [None]

Answer:

Response  
Feedback:

 Arial 3 (12pt)   



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...”.

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

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 this attempt.

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 could be time consuming to manually build a test with multiple choice questions. In this case, you are advised to use a testbank provided by your textbook publisher.
  - Contact your textbook rep. and ask an access to the testbank that is compatible with Blackboard 9.1.
  - Following the instruction provided by the textbook publisher to import the testbank to Blackboard.
    - You may first create a test in an application outside Blackboard such as E-Z test or ExamView and then import the test to “Pools” or “Tests” in Blackboard.
    - After you have obtained the testbank and the instruction 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 questions imported.
  - When the test banks have been imported to “Pools” or “Tests” in your Blackboard course, you will create a test by choosing questions and then deploy it.
  - If you have created a test using an application (EZTest, ExamView, etc.) provided by the textbook publisher, you will import the test into “Tests” in Blackboard. You will then deploy the test to a content page.

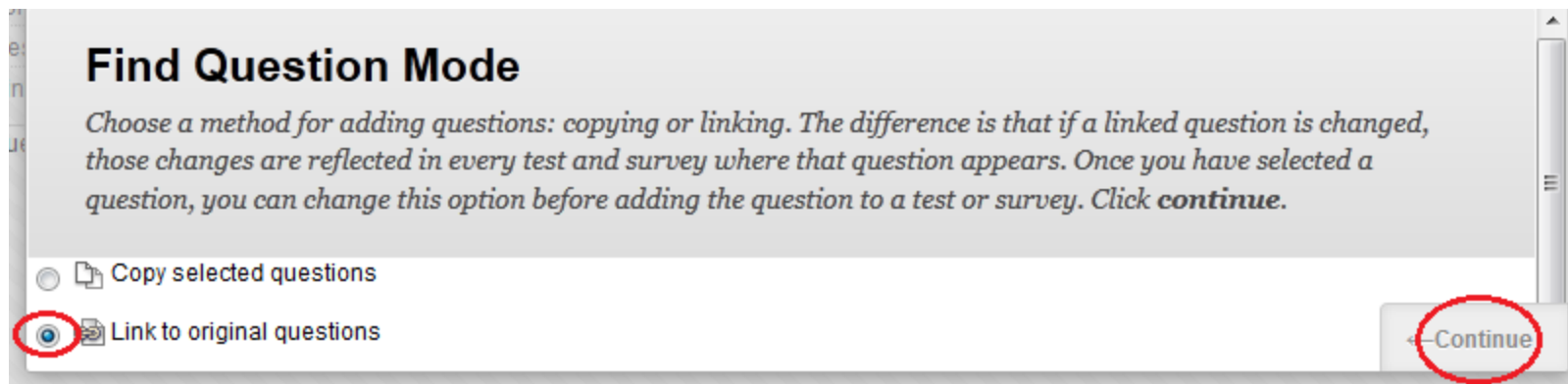
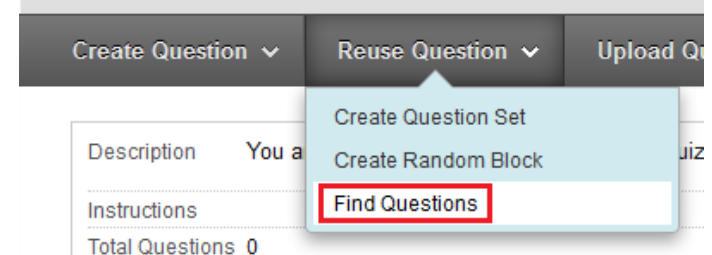
# Create a Test Using Testbank Questions

- The steps of creating a test using testbank questions are very much 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 will skip Step 2.
    - b. If you imported 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 - you will need to choose imported questions instead of creating questions. The rest of 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”.



## Step 2. Finding Questions, Step 3, and Step 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.

The screenshot shows a web interface for managing questions. On the left is a sidebar titled "Browse Criteria" with a "View" dropdown and a "Reset to Default" button. Under "Pools", "Tests" is selected. Under "Tests", "Quiz1" is selected. The main area displays a table of questions with columns for "Question Text", "Question Type", "Mode", "Points", "Source Name", and "Source Type". Three questions are listed, each with a checked checkbox in the first column. The table is titled "Displaying 1 to 3 of 3 items".

<input checked="" type="checkbox"/>	Question Text ▲	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	Question1: How many community colleges are there in the state of Connecticut?	Multiple Choice	Link	5	Quiz1	Test
<input checked="" type="checkbox"/>	Question2: Which city does Middlesex community college locate in Connecticut?	Short Answer	Link	10	Quiz1	Test
<input checked="" type="checkbox"/>	Question3: What are your academic goals?	Essay	Link	15	Quiz1	Test

- Step 3 and Step 4, refer to “Slide 12” to “Slide 14”.