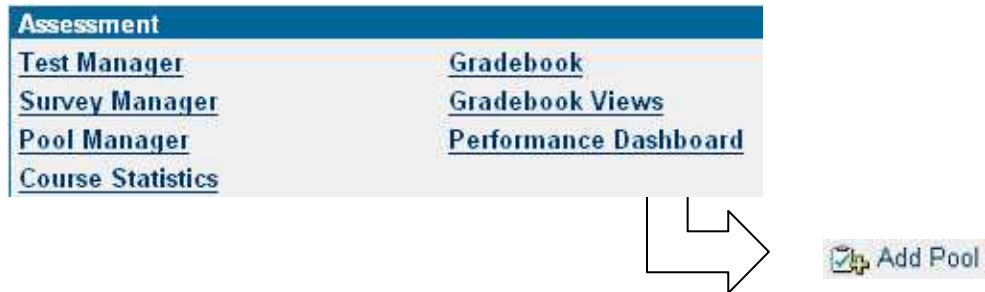


Creating and Administering Tests and Quizzes

Blackboard allows you to create both individual tests and pools of questions that you can import into tests. Using question pools, you can create tests by randomly selecting questions from a pool.

Creating a Pool

1. In the **Control Panel**, click on **Pool Manager** in the Assessment menu. Click **Add Pool**.



1. Enter a name, description, and instructions (all required) in the Pool Info screen (although the instructions will not be used for the test you create from the pool).
2. Click **Submit**.
3. Click **Creation Settings** for options. Here, among other options, you can assign a default point value for all questions.

The image shows two screenshots of the Blackboard interface. The top screenshot is titled 'Pool Information' and contains a form with the following fields: 'Name' (containing 'Test1 Pool') and 'Description' (containing 'Test 1'). Below this is the 'Pool Creation Settings' section, which is divided into five numbered steps: 1. Feedback (checkbox for 'Provide feedback for individual answers'), 2. Images, Files, and External Links (checkboxes for 'Add images, files, and external links to questions' and 'Add images, files, and external links to answers'), 3. Question Metadata (checkbox for 'Add categories, topics, levels of difficulty, and keywords to questions'), 4. Display (checkboxes for 'Specify random ordering of answers', 'Specify the horizontal or vertical display of answers', and 'Specify numbering options for answers'), and 5. Submit (text: 'Click Submit to finish. Click Cancel to quit.').

4. Add individual questions by selecting the question type from the menu and clicking **Go**.

5. Follow the screen prompts to enter questions, point value (if you did not add a default point value in *Creation Settings*), and feedback. Be sure to indicate the correct answer on objective-type questions.

6. After each question, click **Submit**.



7. Click **< Add Question Here** to add a new question.

8. Continue until you have added all of your questions.

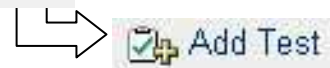
9. Finally, click **OK** and the Pool will be saved in the Pool Manager.



Creating a test

1. Begin in either the **Test Manager** or in a **content area**.
 - **In the Test Manager.** In the **Control Panel**, click on **Test Manager** in the Assessment menu. Click **Add Test**.

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

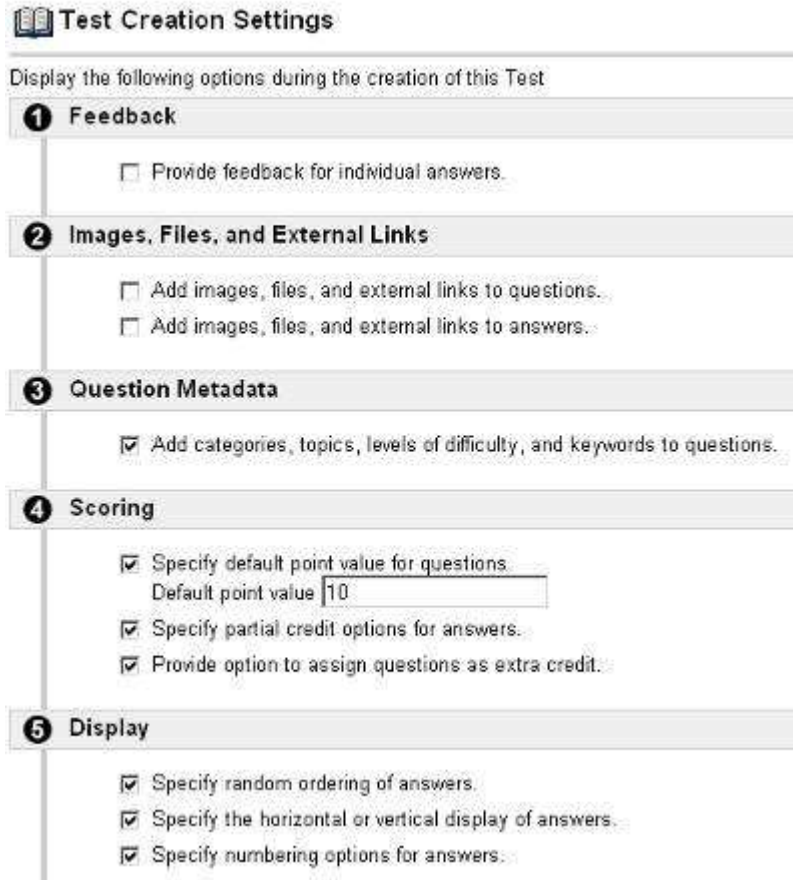


- **In a content area.** In the **Control Panel**, click on the content area where you want to create the test (for example, the **Assignments** area). Click **Test**, then click **Create**.

2. Enter a name, description, and instructions (all required).

3. Click **Submit**.

4. Click **Creation Settings** for options. Here, among other options, you can assign a default point value for all questions.

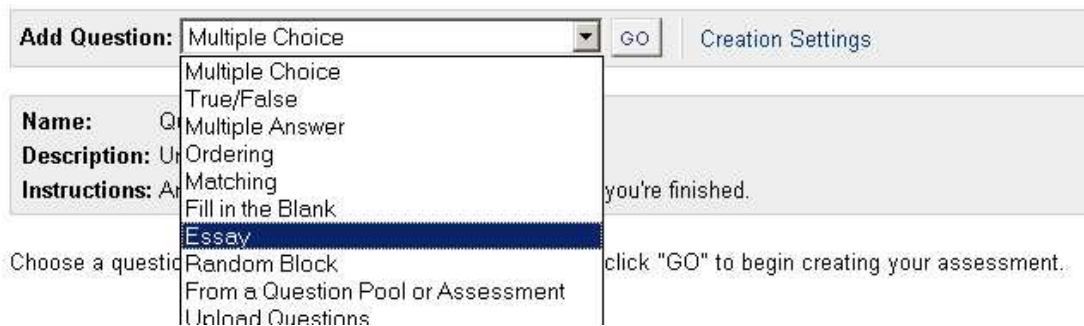


Test Creation Settings

Display the following options during the creation of this Test

- 1 Feedback**
 - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
 - Add images, files, and external links to questions.
 - Add images, files, and external links to answers.
- 3 Question Metadata**
 - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
 - Specify default point value for questions. Default point value
 - Specify partial credit options for answers.
 - Provide option to assign questions as extra credit.
- 5 Display**
 - Specify random ordering of answers.
 - Specify the horizontal or vertical display of answers.
 - Specify numbering options for answers.

5. Add individual questions by selecting the question type from the menu and clicking **Go**.



Add Question: Multiple Choice [Creation Settings](#)

Name:

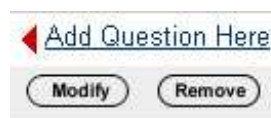
Description:

Instructions:

Choose a question type from the menu above. When you're finished, click "GO" to begin creating your assessment.

- Here you can add questions from your **Question Pools** and **other Assessments**.
- You can also add a **Random Block** of questions from your Pools, and specify the number of questions to import, the question types, and the point value of each question. If, for example, you had a pool of 100 multiple choice questions and wanted to create a 100-point quiz with 10 questions, you could create the quiz so each student gets 10 questions randomly selected, each worth 10 points.
- Note that you have the option of adding extra credit questions (their point value is not included in the total point value for the test).

6. Follow the screen prompts to enter questions, point values (if you did not add a default point value in *Creation Settings* or specified a point value when adding a *Random Block*), and feedback. (To make a question extra credit, click in the **Extra credit only** box.) Be sure to indicate the correct answer on objective-type questions.



7. After each question, click **Submit**.

8. Click < **Add Question Here** to add a new question.

9. Continue until you have added all of your questions. Finally, click **OK** and the test will be saved in the Test Manager.



Deploying a Test (making it available to students)

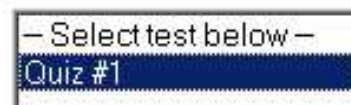
1. In the **Control Panel**, click on the content area where you want to add the test.



2. Click **Test**.

3. Select the test from the menu (only tests that you have not yet deployed will be listed). Click **Submit** and **OK** when prompted.

Select an existing test:



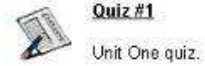
4. If you want to make the test available immediately, click **Modify the test options** and continue with **Step 3** below. If you want to make the test available only at some future time, start with **Step 1** below when you return to Blackboard.
 - ▶ **Modify the test**
Modify the test in the Test Canvas
 - ▶ **Modify the test options**
Modify the test options, such as availability and feedback

Setting test availability and testing options

1. In the **Control Panel**, click on the content area where the test is located and find the test in the list of items in this area or add it using the **Test** button.
2. Click **Modify** to the right of the test name, then click **Modify the test options**.
3. Make the test available in the *Test Availability* area. Click **Yes** for *Make the link available* to make the test available by establishing the link in this content area. (Clicking **No** removes the link and makes the test unavailable.) You can also create an announcement to alert students to the availability of this assessment.
4. Follow screen prompts for other options:
 - If you *allow multiple attempts*, you can decide which grade should be recorded:
 - Go to the **Grade Center**.
 - Select **Modify Column** from the pull-down menu to the right of the column name for this test.
 - Select an option from the **Score attempts using** pull-down menu. (Options are: lowest, highest, average, last attempt, or first attempt)
 - By *forcing completion*, you are turning off the option to take a test in multiple sittings. Students will not be able to save their work and continue at a later time. *However, forcing completion prohibits students from accessing the test again should they experience technical glitches such as a lost internet connection and increases the chances you will have to clear their attempt.*
 - You might want to set a *time limit* if you are concerned that students will look up answers using books and notes. The elapsed time appears on the bottom left of the student's screen and a warning appears as the time limit approaches. (The student is not "cut off" if the time limit is exceeded; rather, the elapsed time is recorded with the student's submission and the test will not be graded.)
5. Finally, set **Self-Assessment**, **Feedback**, and **Presentation** options. Presenting the test **All at Once** is recommended over presenting questions **One at a Time**. **Randomize Questions** presents the same test questions in random order for each student. (This is

different than a Random Block, in which each student receives a random sample of items from a pool.)

6. Click **Submit**, then **OK** when prompted. The test appears in the content area where you posted it. The student will go to this area and click on the link to take the test. *Remind students to click **Submit** to send their completed test to you, not **Save**.*



Modifying a test

1. In the **Control Panel**, click on the content area where the test is located and find the test in the list of items in this area.
2. Click **Modify** to the right of the test name, then click **Modify the test**.

Viewing students' test results

Either a grade or a green exclamation mark icon appears in the cell when a student submits a test. (A grade appears if all questions are graded automatically, as in the case of multiple choice, etc. A green ! icon appears if the test includes short answers and essays, requiring you to grade the responses manually.) Pull down the menu next to the icon and select **Grade Details**. Click **View Attempt**.

Giving students comments on their tests and other work

Select **Add Comment** in the pull-down menu in the cell for the student's grade.

Clearing a student's attempt

Online testing is subject to technical glitches. Common problems include Internet connections timing out or otherwise disconnecting and tests not submitting properly when students click the **Submit** button. You may have to “clear” students' attempts, allowing them to re-take and re-submit the test.

- A pencil and paper icon appears when a student is locked out of a test. Pull down the menu next to the icon and select **Grade Details**. (*Note: the same icon also indicates that the test is “in progress.” Do not clear attempts unless you hear from the student that he/she had difficulty submitting.*)
- Click the **Clear Attempt** button.

Exporting and importing tests

You can export individual tests from one course site and import them into another course site.

Exporting a test

1. In the **Test Manager**, click the **Export** button to the right of the test you want to export.
2. When prompted, **Save** the .zip file to your local disk. The file name will be in this format:

Test_ExportFile_W5489_A_071_test1

Do not unzip or otherwise modify this file or it will not import correctly.

Importing a test

1. In the **Test Manager** of the course to which you want to import the test, click the **Import** button (next to the **Add Test** button).
2. When prompted, click **Browse ...** to find the exported test file. Click the file, then click **Open**, then click **Submit**.
3. The import is confirmed with the message “The package has been processed...” Click **OK**. The imported test appears as the last item in the Test Manager list.

Suggestions for online testing

Online testing can be a very effective way to provide students with self-check exercises and “practice” exams. You can include feedback for both correct and incorrect answers on objective-type questions as well as model answers for essay questions. Selecting the “Allow multiple attempts” as a *Test Availability* option when you initially make the test available avoids your having to clear students’ attempts and allows students to “practice” more than once.

If you include only objective-type questions, online testing provides built-in test scoring and grade recording. Used in conjunction with other assignments, online testing frees you up from these tedious and repetitive tasks and lets you focus more on giving students feedback on assignments which cannot be scored and graded automatically.

Test security cannot be guaranteed. While faculty can arrange through University College for on-site proctors at University College Centers and ITV Sites for paper-and-pencil tests, no proctoring is available for computer-based testing. Most distance students take online tests at home, and are likely to have access to books, notes, and other resources. Setting a time limit on the test helps by reducing the amount of time students have to look up answers, confer with friends, etc. For on-campus courses, you may want to administer tests in a computer lab, where you can proctor.