

## Tests

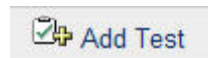
Traditionally, tests are given to students in hard copy format and while this is still a highly used method of giving tests to students, instructors can now use Blackboard as an alternative method. Instructors can then use the Grade Center to view student submissions, grade same and provide feedback if desired.

### To create a test in Blackboard:

Go into the Control Panel and click on Test Manager in the Assessment section.

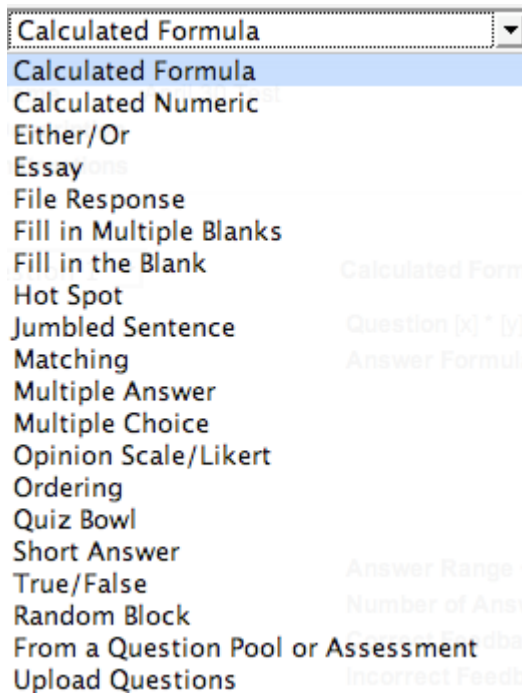


In your test manager window, click on Add Test icon.



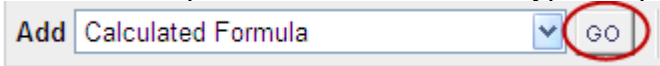
In the Test Information window, enter a name, a description of the test and any specific instructions you want to give to students. Click Submit to save your changes.

Now we must add our desired questions to our test canvas. A brief description of the different question types is as follows:



- **Calculated Formula:** Creates a question based on a formula, the variables of which can be set to change for each user within a min – max range for each variable. Answer sets are randomly generated with the correct answer either set as a specific value or a range of values. Partial credit may be granted for answers falling in a range.
- **Calculated Numeric:** Similar to a fill-in-the-blank question, however here the student enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers. Either / Or: Students answer to a statement based on a selection of pre-defined two-choice answers, such as Yes/No or Right/Wrong etc.
- **Essay:** Students write a detailed response to a question or statement.
- **File Response:** Students upload as the answer to the question. Fill in the Blank: Students enter text or numbers (one or multiple) to complete a statement.
- **Hot Spot:** Students indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Only one answer can be set per image.
- **Managing Assessments & Student Submissions Pg 2 Jumbled Sentence:** Students are shown a sentence with variable parts, and student must select the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.
- **Matching:** Students are presented with two lists of items and must pair items from one list with the other list.
- **Multiple Answer:** Students select one or more correct answers from a series of answers.
- **Multiple Choice:** Students select the single correct answer from a series of answers.
- **Opinion Scale / Likert:** Students answer indicates their opinion on the 6 point Likert scale (Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree or Not Applicable).
- **Ordering:** Students are presented with a list of items they must place in order according to criteria specified in the question.
- **Quiz Bowl:** Jeopardy type question where the student must enter their answer with who, what, where for a correct answer. Partial credit may be given if the question word is not included in the answer.
- **Short Answer:** Limits the size of the text-box so students can only type in one to six lines as their answer.
- **True / False:** Students select the validity of a statement
- **Random Block:** From a Question Pool or Assessment.
- **Upload Questions:** Upload questions from an external document in a specific format acceptable.

From the Add drop-down list, choose the type of question you wish to create and click Go.



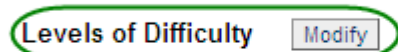
In Sections 1 & 2 enter the question text, point value, student feedback etc. if desired and the possible answers (if applicable). With some question types you can also add feedback for a correct or incorrect answers which is automatically shown to the student based on their response.

In Section 3 you can assign a Category, Level of Difficulty or Topic or Keywords to a specific question.

### 3 Categories and Keywords



None



None



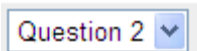
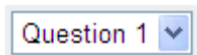
None

Enter keywords separated by commas.



By assigning these categories, words etc to each specific question, you can then set up a Test that pulls all the 'easy' questions, or the questions related to a specific topic, from all of your created tests and creates a new test from same. This is an advanced feature of the "From a Question Pool or Assessment" type question in the question type drop-down list.

Finally, click Submit to save your changes.



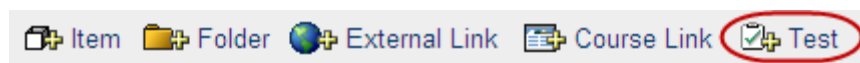
As you add new questions to a test, Blackboard places the most recent question last in the test. However, it is often necessary to change the order of questions. To the left of each question there is a drop-down list with numbers. Changing the number displayed beside a question will change the display order of the questions in the test.

## Giving the test to students

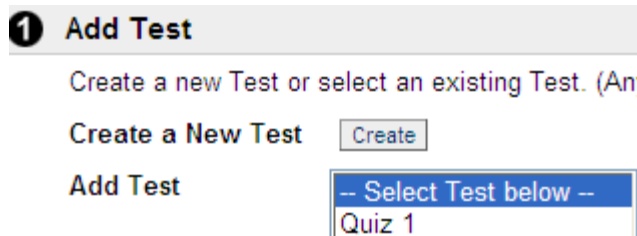
Now that we have created the test, we must deploy it to a specific content area for viewing and completion by students.



From the control panel, click on the content area where you want the test to be displayed. In this example we will use Assignments.



Click on the +Test icon.



A list of pre-created tests will be displayed – any tests already deployed to students will not be shown in this list.

Click on the test you wish to deploy and click Submit.

- ▶ [Modify the Test](#)  
Modify the Test in the Test Canvas.
- ▶ [Modify the Test options](#)  
Modify the Test options, such as availability and feedback.

Next, you can either click on the : Modify the Test link to make changes to any of the instructions or questions on the test, or Modify the Test Options link to specify how and when you would like students to be able to view the test.

In Section 1, add any desired description to the test and pick a color for the test name.

## 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 Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours  Minutes

Display After  Display Until

Dec  2008  Dec  2008

03  PM  03  PM

Password. Require a password to access this Test.

Password:

In Section 2, you

have the following options:

- **Make the link available:** if you are ready for students to see and complete the test, click on Yes to this option.
- **Add a new announcement:** Blackboard will automatically create a new announcement for you.
- **Multiple attempts:** this will allow students to take the test more than once. If this option is checked, a student may take an test, submit it to see how they did, and then retake the test. This is a good option for creating practice quizzes with randomly generated questions from a large pool of questions. This option can work in conjunction with "force completion" - meaning that every time they begin the test they will have to complete the full test at that time. Please note also that these two options are mutually exclusive.
- **Force Completion:** this will only allow the student to begin the test once. If the student does not complete the test in one sitting, Blackboard will not allow them to restart the test again. Forced completion will not stop the test even if used in conjunction with the timer. If this option is NOT checked, students can save responses they make to the test as they go - this way, if they experience internet browser problems and become disconnected from Blackboard, they can return to the test and pick up where they left off although the timer will keep running from the first time they accessed the test.
- **Set Timer:** will keep a log of how long a student took to complete an test, and will give them a one minute warning before their time is up, however, Blackboard will never kick someone out of an test. Regardless of how the options above are set, the timer will start the first time the student accesses the test, and continues until they click the "Submit" (NOT "Save") button at the end of the test. This time will then be displayed in the Grade Center for the instructor to note.
- **Display After/Until:** this will set a date after which Blackboard will automatically make the test either available or unavailable to students.
- **Password:** require and set a password to access this Test.

## IMPORTANT - Recommended Test Settings

- Forced completion – off
- Allow multiple attempts – off
- Setting the timer – on (if desired)

This will cover situations where students experience browser disconnect problems to re-access the test while also willing allow the instructor to see which students took longer than the allotted time and deduct marks for going over the time if necessary.

### 3 Self-assessment Options

- Include this test in Grade Center score calculations.

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

- Hide results for this test completely from instructor and the Grade Center.

If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

In Section 3, you can set up a self assessment quiz, for example for review purposes, they can choose to hide the results from the Grade Center to avoid confusion.

### 4 Test Feedback

Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

### 5 Test Presentation

Presentation Mode

- All at Once Present the entire Test on one screen.
- One at a Time Present one question at a time.
- Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.
- Randomize Questions. Randomize questions for each Test attempt.

In Section 4 you can choose the type of Feedback you would like to provide to students.

Lastly, in Section 5 you can choose if you would like all test questions on one page or one per page, and also if you would like to randomize the questions in the test so that each student will see the questions in a different order.

## To view and grade student submissions

Click on the Grade Center link in the Assessment area of your Control Panel.

Assessment	
<a href="#">Test Manager</a>	<a href="#">Grade Center</a>
<a href="#">Survey Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Pool Manager</a>	<a href="#">Early Warning System</a>
<a href="#">Course Statistics</a>	

<input checked="" type="checkbox"/>	Last Name	First Name	Quiz 1
<input type="checkbox"/>	Tester	Tilda	!
<input type="checkbox"/>	Tester	Tuesday	-

In the Grade Center you will see a green exclamation point for any student submissions

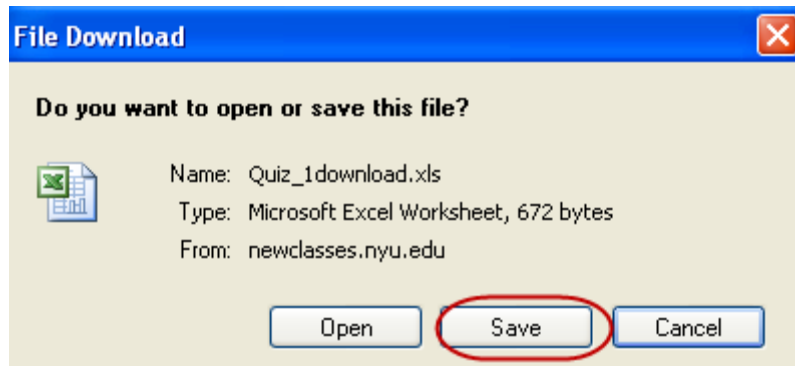
!	-
>	<a href="#">Grade Details</a>
>	<a href="#">Exempt Grade</a>
Close Menu	

You can view each submission individually by clicking on the icon to the right of the green exclamation point and click on the Grade Details link.

OR

Quiz 1
> Column Information
> Modify Column
> Hide Column
> Column Statistics
> Set as External Grade
> Attempts Statistics
> <a href="#">Download Results</a>
> Clear attempts for all users
Close Menu

You can download all submissions at once to your computer by clicking on the icon on the column and clicking on the Download Results link.



[Click to download results](#)

In the next page, choose your settings and click on the link, NOT the OK button to download and Save to save the file to your computer.