

# TESTS & QUIZZES

- Access Tests & Quizzes
- Create an Assessment using the assessment builder
- Assessment Settings
- Assessment Grades



The screenshot shows a Blackboard course page. At the top, there are tabs for 'My Workspace', 'ITS webinar 001 Fall\_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left, a navigation menu is highlighted with a red box and a red arrow pointing to it with the word 'menu' written inside. The menu items are: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Statistics, Gradebook, About me, Settings, Library Resources, and Help. The main content area is divided into two columns. The left column is titled 'Site Information Display' and contains a 'Welcome to my class!!' message and a photo of a temple facade. The right column is titled 'Recent Announcements' and contains an announcement about 'The secrets hidden in the pyramids of Egypt' with a video thumbnail of the Great Sphinx.

1. Enable the Test & Quizzes tool by going to **Settings** -> **Add/Edit Tools**
2. Enter the **Test & Quizzes** tool by clicking the Test & Quizzes link in the course menu.

# CREATE ASSESSMENT

Tests & Quizzes

Assessments Question Pools

Assessments

New Assessments

Create assessment (enter title)

Create using assessment builder  Create using markup text

OR

Import assessment (from XML or zip file)

Pending Assessments

Action	Title ▲				Last Modified
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Published Assessments

Active (testing in progress)

Action	Title ▲	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
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Inactive (no student access)

Action	Title ▲	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
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3. You will be redirected to the **Assessment** page. Select the option to **Create using assessment builder**.

Tests & Quizzes

Assessments Question Pools

Assessments > Questions: self-assessment 1 > Question

Edit Question: self-assessment 1

Change Question Type

File Upload

drop down

Question - File Upload

Save Cancel

Answer Point Value

Question Text [Show/Hide Rich-Text Editor](#)

Attachments  
No Attachment(s) yet

[Add Attachments](#)

Assign to Part

Assign to Question Pool

Feedback (optional) [Show/Hide Rich-Text Editor](#)

Save Cancel

select a question type

- Multiple Choice
- Survey
- Short Answer/Essay
- Fill in the Blank
- Numeric Response
- Matching
- True False
- Audio Recording
- File Upload

question types

form

You will be redirected to the test canvas, where you can create questions.

4. To create a question:
- Choose the type of question you wish to create from a drop-down menu
  - Fill in the settings provided for that question type.
  - Click Save

## Tests & Quizzes

[Assessments](#) [Question Pools](#)

Questions: self-assessment 1

1 Existing Question - 0 total points

[Preview](#) | [Settings](#) | [Publish](#)

[Add Part](#) | Add Question:

Part  Default - 1 question

[Copy to Pool](#) | [Edit](#)

Question  File Upload -  points

[Remove](#) | [Edit](#)

After watching the video "The secrets hidden in the pyramids of Egypt" do you believe that electricity was used in these pyramids? Why?

Click "Browse" to locate your file and then click "Upload" to upload your file

File:

Insert New Question

drop down

select a question type  
Multiple Choice  
Survey  
Short Answer/Essay  
Fill in the Blank  
Numeric Response  
Matching  
True False  
Audio Recording  
✓ File Upload

5. After the question has been saved, then you can choose from the following options:

- **Edit** or **Remove** the question
- Add another question to the assessment by selecting the question type from the drop-down menu

## Tests & Quizzes

[Assessments](#) [Question Pools](#)

### Validate Assessment/Question Pool

#### Step 2 of 2

Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Answers
1	Egyptians built the pyramids for:	Multiple Choice	10	<input checked="" type="checkbox"/> a. religious reasons <input type="checkbox"/> b. decoration <input type="checkbox"/> c. defense <input type="checkbox"/> d. electricity production
2	Egyptian Pyramids were built with:	Multiple Correct Choices	15	<input checked="" type="checkbox"/> a. limestone <input type="checkbox"/> b. concrete <input checked="" type="checkbox"/> c. granite

← questions

go back →

< Back

Create Assessment

Create Question Pool

↑  
create

6. Review your questions and select **Create Assessment**.

7. You can always return to the assessment to make any necessary modifications by clicking the **Back** button.

# ASSESSMENT SETTINGS

## Tests & Quizzes

[Assessments](#) [Question Pools](#)

### Assessments

#### New Assessments

Create assessment (enter title)

 

Create using assessment builder  Create using markup text

OR

Import assessment (from XML or zip file)

#### Pending Assessments

Action	Title ▲	Last Modified
<input type="button" value="-- Select Action --"/>	self-assessment 1	Tahlia S Tester 10/18/2012 10:55:54 AM
<input type="button" value="-- Select Action --"/>	self-assessment 2	Tahlia S Tester 10/18/2012 02:05:33 PM

drop down

- ✓ -- Select Action --
- Edit
- Preview
- Settings
- Publish
- Duplicate
- Export
- Remove

#### Published Assessments

##### Active (testing in progress)

Action	Title ▲	In Progress	Submitted	<a href="#">Release To</a>	<a href="#">Release Date</a>	<a href="#">Due Date</a>	Last Modified
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##### Inactive (no student access)

Action	Title ▲	In Progress	Submitted	<a href="#">Release To</a>	<a href="#">Release Date</a>	<a href="#">Due Date</a>	Last Modified
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- Once the assessment has been created, use the drop-down menu next to the assessment to access the **Settings** page.

Tests & Quizzes

Assessments Question Pools

**Settings - self-assessment 1**

[Open](#) | [Close](#) All Menus

- ▶ Assessment Type Information
- ▶ Assessment Introduction
- ▶ Delivery Dates
- ▶ Assessment Released To
- ▶ High Security

▼ **Timed Assessment**

Timed Assessment with Time Limit: 00 hrs. 00 min.  
Assessment will be submitted automatically when time is up.

- ▶ Assessment Organization
- ▶ Mark for Review
- ▶ Submissions
- ▶ Submission Message
- ▶ Feedback
- ▶ Grading
- ▶ Graphics
- ▶ Metadata

[Save Settings and Publish](#) [Save Settings](#) [Cancel](#)

settings

to publish

save  
only

9. Once in the **Settings** page, expand any of the options to make changes.
10. At the end of this page you can choose from the following options:
  - **Save Settings**, which will make the assessment **unavailable** to students (you can go back and make it available later)
  - **Save Settings and Publish**, which will make the assessment **available** to students

# ASSESSMENT GRADES

**Tests & Quizzes**

Assessments [Question Pools](#)

**Assessments**

**New Assessments**

Create assessment (enter title)

Create using assessment builder  Create using markup text

OR

Import assessment (from XML or zip file)

**Pending Assessments**

Action	Title ▲	Last Modified
-- Select Action --	self-assessment 1	Tahlia S Tester 10/18/2012 10:55:54 AM
-- Select Action --	self-assessment 2	Tahlia S Tester 10/18/2012 02:05:33 PM

**Published Assessments**

Active (testing in progress)

Action	Title ▲	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	self-assessment 1	0	0	Entire Site			Tahlia S Tester 10/18/2012 04:29:54 PM
-- Select Action --	self-assessment 2	0	1	Entire Site			Tahlia S Tester 10/18/2012 04:30:05 PM

Inactive (no student access)

Action	Title ▲	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
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Once assessments are published, they will show under the **Published Assessments** section.

The number listed under the **Submitted** column indicates the number of students that have taken the assessment.

Click the number link to access the list of students and their respective assessment submissions.

Students will be able to see their grade by going to the **Test & Quizzes** tool.