

Blackboard has several testing features. A test is just what it says. You can use a variety of types of questions (multiple choice, true/false, matching, short answer, etc.). Where the answer is a choice, the system will grade it for you and record the grades. You need to grade essays and short answers manually, and then adjust the grades in the Grade Center.

There is a major difference between a Test and a Survey:

- Tests are graded and tied to an individual student.
- Surveys are graded and done anonymously. You can tell which students submitted the survey, but you cannot identify which survey is from an individual student.

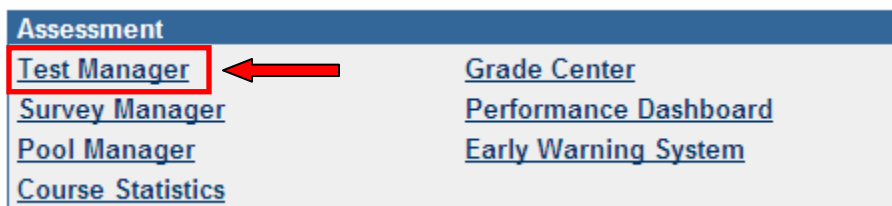
To create or deploy either, you follow the same steps. The difference is on the Assessment menu as to whether you select Test Manager or Survey Manager.

Pools are sets of questions from which you can create a quiz or survey. You can create a pool of 30 questions and have the system select a random 20 for a quiz, or have it select all of the questions in a pool. Each student will get a different assortment from the pool in random order. You can create a midterm or final by selecting a random number or specific questions from the pools for each chapter. Pools also have the advantage of being able to be copied to a new course or recycled course from semester to semester. Pools are covered in the Blackboard Pools document.

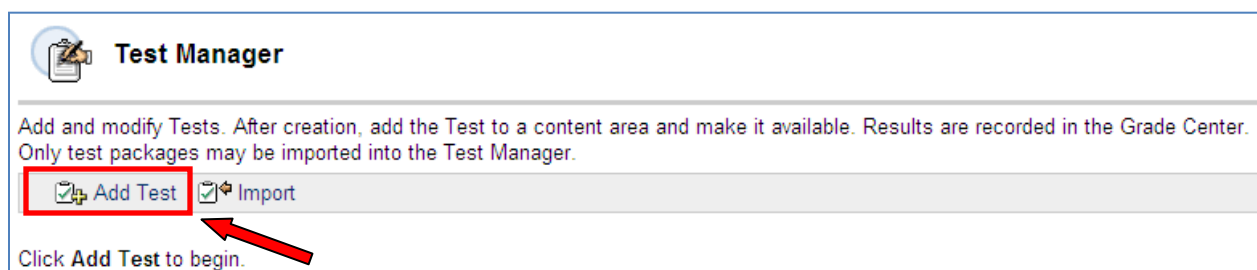
Blackboard Test

Creating a Test

1. Log into your course in Blackboard.
2. Go to the **Control Panel**.
3. Under Assessment, click the **Test Manager** link.



4. Near the top of the Test Manager page, you will see the **Add Test** button. Before you click it, read the information above the button.



The Test Information screen appears.

- On the Test Information page the Instructor begins creating a test by typing a name, description, and instructions.

Note: Use a system that makes sense to how you teach. You may test on chapters or units, so name the test accordingly. You can, but do not have to, add a description of the materials covered in the test. This may help you identify it later. The instructions are for the students. You may leave the area blank if you wish.

Test Information

Enter the name, description, and instructions.

1 Test Information

* Name

Description

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Instructions

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2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Once you have entered the information, click **Submit** to continue. *The Test Canvas screen appears.*

- Select a question type from the **Add Question** drop-down list and click **Go**. *In this tutorial, let's choose Multiple Choice.*

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add Calculated Formula GO Creation Settings

Name	Description	Instructions
Chapter 1 Test		

Select a question type from the Add Question drop-down list and click Go.

OK

Note: You have a variety of question types to select from. You will be presented with this option for each question you wish to add, so you are NOT selecting one type for the entire quiz. You could make this one Multiple Answer and the next True/False, etc.

Calculated Formula

Calculated Formula

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

Ordering

Quiz Bowl

Short Answer

True/False

Random Block

From a Question Pool or Assessment

Upload Questions

The Add/Modify . . . Question screen appears. Add the question text and point value, then add answers for all possible correct responses. Provide feedback for user responses.

7. Create a Question and enter the Point Value for the question. *In this tutorial, let's type the Question Text: What content management system is used by the University? The Point Value is 5.*

1 Question

* Question Text

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What content management system is used by the University?

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* Point Value 5

Extra credit only ☐

8. If necessary, complete the partial credit options. *In this tutorial, we will not assign partial credit.*

2 Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering None

Answer Orientation Vertical

Allow Partial Credit ☐

Show Answers in Random Order ☐

9. Select the number of answers and complete the answer options. *In this tutorial, let's select 4 answers. Answer 1: Angel; Answer 2: Blackboard; Answer 3: Moodle; and Answer 4: WebCT. The correct answer is Answer 2.*

3 Answers

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

Number of Answers 4

Correct

☐ Answer 1. Remove

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Angel

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10. Enter feedback that Students will see based on their answer.

4 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

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Blackboard is an online course management system available to the entire USC community. This Web-based course-management system is designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

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Incorrect Response Feedback

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In this tutorial, let's type the following text in the **Incorrect Response Feedback** text box:

Blackboard is an online course management system available to the entire USC community. This Web-based course-management system is designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

11. Click **Submit** to add the question to the assessment.

Question 1 Multiple Choice 5 points [Modify] [Remove]

Question What content management system is used by the University?

Answer

- Angel
- ✓ Blackboard
- Moodle
- WebCT

Incorrect Feedback Blackboard is an online course management system available to the entire USC community. This Web-based course-management system is designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

[Add Question Here] [OK]

Note: You will then see the question on the screen. You can modify it or remove it if you see errors. If you want to add another question, you can click the **Add Question Here** link or select the type at the top of the screen and click **Go**.

12. Repeat the above steps until finished adding questions.
13. When you have completed the set of questions, or wish to stop, click the **OK** button at the bottom of the screen.

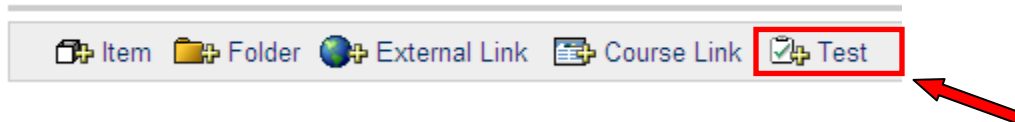
Making a Test Available (Deploy)

A test can be deployed in any of the content areas. Click on the area you wish to use. For purposes of this tutorial, it will be deployed in the Assignments area. All areas work the same way.

1. Go to the **Control Panel**.
2. Under **Content Area** click **Assignments**.

Note: You will see a menu bar at the top. You can create a Folder first if you want to put all the tests into a folder. To deploy the test as an item in the Assignments area, just click on the Test icon.

3. Click the **Test** icon.
4. Highlight the item you wish to deploy and click Submit. In this tutorial, let's click Chapter 1 Test, and then click the Submit button at the bottom of the pages.



5. You will see a message that the test was successfully added. Click **OK**.

Note: So far you have placed the test in the Assignments area, but your students will NOT yet see it and NO Announcement has been generated. As the instructor, you must make the test available to students.

6. Click on **Modify the Test options** link. Under section 2, you are most concerned with the first two options. If you want the students to see the test, you must click YES to the first question. If you want an announcement on the home page of the course, you must change the second question to YES. The default on attempts is one. You can change that and a number of other options on this page.

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

Jan 06 2010 10 55 AM Jan 06 2010 10 55 AM

☐ Password. Require a password to access this Test.

Password.

In this tutorial, let's click **Yes** for both options, "Make the link available" and "Add a new announcement for the test."

7. In the **Self-assessment Options** section, the **Include this test in Grade Center score calculations** option is selected by default.

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.

Note: Self Assessment options allow the Instructor to determine how the Assessments are treated in the Grade Center. The Do not include this test in Grade Center score calculations options allows the Instructor to view the Grade, but the score does not count towards the Grade. This would allow the Instructor to see the areas where additional instruction is needed and direct Students towards specific topics to review. The Hide the score of this test from the Grade Center option encourages self discovery by Students and encourages Students to work on their own.

8. In the **Test Feedback** section, the **Score** option is selected by default. You can select which feedback should be displayed upon test completion. *In this tutorial, let's go with the default.*

4 Test Feedback

Select which feedback should be displayed upon completion.

☒ Score

☐ Submitted answers

☐ Correct Answers

☐ Feedback

9. The options in the **Test Presentation** section determine how the Test is viewed by Students. *In this tutorial, let's go with the default.*

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.

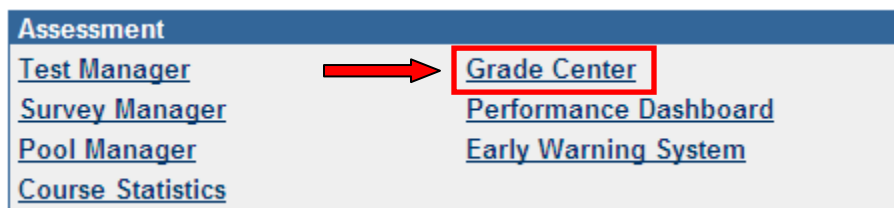
Note: The **All at Once** option may be useful for short quizzes, for example a ten question Multiple Choice quiz. If an Assessment includes over 25 questions, the **One Question at a Time** option should be selected. This option automatically saves the answers to questions as Students move through the Assessment. Students may focus on one question at a time and, if necessary, Instructors may enable backtracking, so Students may revisit previously answered questions.

10. Click the **Submit** button. *You will receive a message, "Test options modified successfully."*
11. Click the **OK** button. *The Modify Test screen appears.*
12. Click the **OK** button.

Grading a Test

Grading is managed in the Grade Center. Grading within Blackboard provides an automated system; however, Essay questions and Short Answer questions must be graded manually on the Grade Assessment page.

1. Go to the **Control Panel** and click the **Grade Center** link to get into the grading portion of your course.



2. In the Grade Center, scroll to the column for the test. *In this tutorial, we need to go to the column labeled: Chapter 1 Test. Student 1 completed the test and received a 0.00. Let's take a look at the grade details for this student's test.*

Current View: Full Grade Center <input type="button" value="Set as Default"/> Sort Columns By: Layout Position <input type="button" value="v"/>										
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Homework	<input checked="" type="checkbox"/> Final Project	<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Weighted Total	<input checked="" type="checkbox"/> Specific Date	<input checked="" type="checkbox"/> Participation	<input checked="" type="checkbox"/> Chapter 1 Test	<input checked="" type="checkbox"/>
<input type="checkbox"/> Student1	DHT1	-	10.00	-	13.00 (B)	86.67%	-	-	-	-
<input type="checkbox"/> Student1	GYW	-	-	-	- (-)	-	-	-	0.00	-
<input type="checkbox"/> Student2	GYW2	-	-	-	- (-)	-	-	-	-	-
<input type="checkbox"/> Student3	GYW3	-	-	-	- (-)	-	-	-	-	-
<input type="checkbox"/> Student4	GYW4	-	-	-	- (-)	-	-	-	-	-
<input type="checkbox"/> Student5	GYW5	-	-	-	- (-)	-	-	-	-	-
<input type="checkbox"/> TUDOR	Dorothy	-	10.00	-	5.00 (F)	83.67%	-	-	-	-
Selected Rows: 0										
Grade Information Bar										

3. In the Grade Center, move the cursor over an entered grade.
4. Click the Action Link, and then select **Grade Detail** from the contextual menu.
5. In the Grade Detail page, in the **Actions** Column, click **View Attempt**.

Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Jan 6, 2010 1:11:12 PM (Completed)	Jan 6, 2010 1:11:32 PM	0.00			<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Modify Attempt"/>

The Grade Assessment page appears on the screen. It shows the results of the student's test. You can review the student's answers and provide feedback to the student. Also, if you included short answer or essay questions in the test, you can grade them here.


Grade Assessment Chapter 1 Test

Name Chapter 1 Test
User GYW Student1
Status Completed
Score 0 out of 5 points

Instructions
Clear Attempt Click **Clear Attempt** to clear this user's attempt.

Comments

Question 1 Multiple Choice 0 out of 5 points
 What content management system is used by the University?

 **Given Answer:** ☒ Angel
Correct Answer: ☒ Blackboard

6. In the Grade Assessment page, you can click the **Clear Attempt** button to clear the student's attempt or click the **Modify Feedback** button to provide feedback to the student. *In this tutorial, let's click the **Clear Attempt** button to give the student another chance to take the test. Click **OK** to confirm removal of this attempt.*

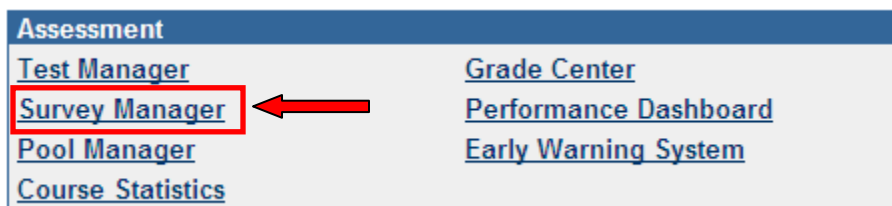
Grade History			
Date	Last Modified by	Value	Comments
Jan 6, 2010 1:38:32 PM	GLORIA WASHINGTON	Attempt Grade cleared	
Jan 6, 2010 1:11:32 PM	GYW Student1	Attempt Grade 0.0	

7. Click the **OK** button to return to the Grade Center.

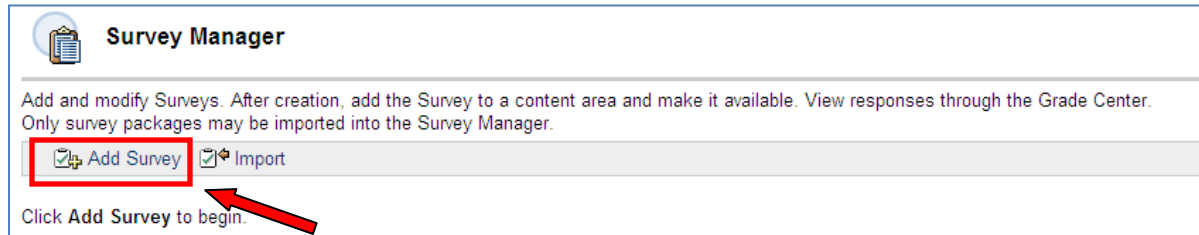
Blackboard Surveys

Creating a survey

1. Log into your course in Blackboard.
2. Go to the **Control Panel**.
3. Under Assessment, click the **Survey Manager** link.



4. Near the top of the **Survey Manager** page, you will see the **Add Survey** button. Before you click it, read the information above the button.



5. On the **Survey Information** page, enter the name, description, and instructions.
6. Click the **Submit** button. *The Survey Canvas page appears.*

The image shows the 'Survey Information' page. At the top, there's a toolbar with an 'Add' dropdown menu set to 'Calculated Formula', a 'GO' button, and a 'Creation Settings' link. Below this, there's a form with three fields: 'Name' (Survey 1), 'Description' (This is a test survey.), and 'Instructions' (empty). At the bottom, a line of text says 'Select a question type from the Add Question drop-down list and click Go.'

7. Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. Click **Submit** to add the question to the assessment.

The image shows the 'Survey Canvas' page. At the top, there's a toolbar with an 'Add' dropdown menu set to 'Short Answer', a 'GO' button, and a 'Creation Settings' link. Below this, there's a form with three fields: 'Name' (Survey 1), 'Description' (This is a test survey.), and 'Instructions' (empty). To the right of the 'Instructions' field is a 'Modify' button. Below the form, there's a section for 'Question 1' with a dropdown menu set to 'Short Answer'. Below this, there's a 'Question' field with the text 'Describe the characters in the book?'. To the right of the 'Question' field are 'Modify' and 'Remove' buttons. At the bottom right, there's an 'OK' button. There are also 'Add Question Here' links on the right side of the screen.

8. If you want to add another question, you can click the **Add Question Here** link or select the type at the top of the screen and click **Go**.
9. Repeat the above steps until finished adding questions.
10. When you have completed the set of questions, or wish to stop, click the **OK** button at the bottom of the screen.

Making a Survey Available (Deploy)

Surveys are deployed from within a Content Area in the Control Panel slightly differently from the way that Tests are deployed.

1. Go the **Control Panel** and click the **Content Area** where you wish to deploy the survey.
2. From the drop-down menu on the right side of the toolbar at the top of the screen, select **Survey** and click **Go**.
3. **Select the survey** you wish to display and click **Submit**.

4. At the **Survey added successfully** prompt, click **OK**.
5. Click the **Modify the Survey Options** link. *The Survey Options window will appear.*
6. Complete the Survey Option screen. Be sure you select **Yes** next to **Make the link available**.
7. Click the **Submit** button.
8. When the Survey Options receipt screen displays, click **OK**.
9. Click **OK** again at the Modify Survey screen. The students will be able to access a link to the survey from within the Content Area you selected.

View Survey Results

1. Go to the **Control Panel** and click the **Grade Center** link to get into the grading portion of your course.
2. In the Grade Center, scroll to the column for the survey. Click the Action Link next to the name of the survey in the Grade Center header.
3. In the drop-down box, click **Attempts Statistics** to view the survey responses.