

Create Tests or Surveys

Test and surveys are created by clicking the **Evaluate** button in any Content Area. Blackboard simultaneously creates the test or survey and a Grade Center column.

Tests and surveys are automatically evaluated, and the grade is entered in the Grade Center. If a Test contains an essay or short answer question, the instructor must download the results of the test to grade those answers and then update the score in the Grade Center. Surveys do not receive a numeric score; the survey column will contain a checkmark to confirm completion.

Types of Test, Survey and Pool Questions

There are several options for tests within Blackboard:

- **Multiple-Choice:** In multiple-choice questions, you ask a question and provide possible answers, only **one** of which is correct. There is no limit to the number of answer choices.
- **True / False:** These are similar to multiple-choice but have the fixed answer options of **True** and **False**.
- **Fill in the Blank:** Fill in the blank questions allow a student to type in a word or series of words into a text field in order to answer the question. In order for the computer to mark this type of question, you must enter *every possible answer*, or the student's answer must be an *exact match*.
- **Multiple Answer:** This question permits more than one acceptable answer from the list of choices.
- **Matching:** Students answer these questions by matching items that belong in pairs, such as indicating a word and its definition, date with event etc.
- **Essay:** The students are provided with a question or statement and they enter an answer into a text field. Blackboard's software does not grade essay questions automatically. An instructor must enter the Grade Center and review the answers to the essay questions before assigning a grade.
- **Calculated Numeric Response:** Resembles a fill-in-the-blank question except a number or range of numbers number completes the statement.
- **Fill in Multiple Blanks:** Similar to multiple answer, multiple responses are inserted into a sentence or paragraph.
- **Random Block:** The instructor can assign a randomly select block of questions from a Question Pool. You can choose as many questions as you like from the pool, and the questions appear on student tests in random order. This feature makes test creation a snap.
- **Question Pool or Assessment:** Allows you to select questions from previous tests or question pools.
- **Opinion Scale / Likert:** A rating scale used to measure attitudes or reactions. This is an excellent survey tool.

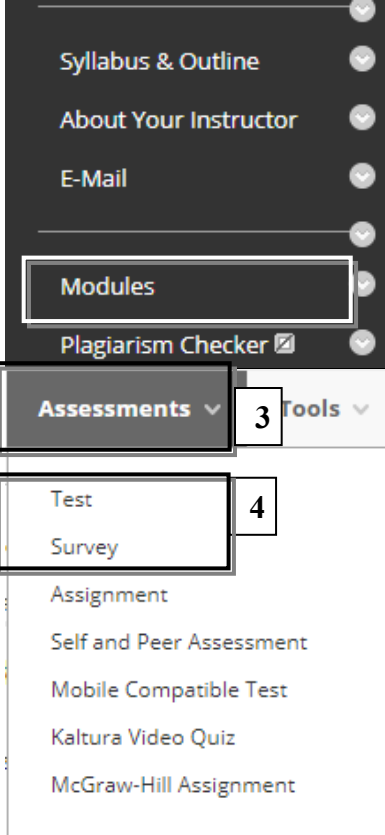
Create Tests or Survey in the Content Area

The process for creating a Test or Survey in the Content Area is a 6-step process:

1. Create a shell for the Test or Survey.
2. Review and determine the Creation Settings.
3. Compose, add, reuse, or import questions and answers.
4. Deploy the test.

5. Make the test available to students.
6. Review, edit and administer the Test or Survey.

Step 1 Create the Shell



1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Click the **Module #** or **Week #** folder

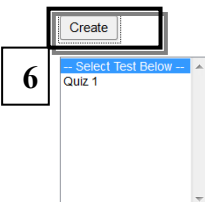
4. When the folder opens, click **Assessments**
5. Choose **Test or Survey**

1. Add Test


Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test



6. The *Create Test* page opens, click **Create**.

7. The *Test Information* page opens. Fill out the **Name Field** with the name or subject of the test.
8. Fill out the **Description Field** with a description of the test. For example “**20 Questions True/False**”.
9. Fill out the **Instruction Field**. Let test takers know the parameters of the test such as time limits
10. Once all of the fields have been completed, click **Submit**  to begin the next step

Step 2 Creation Settings

Test **Creation Settings** are located on the **Test Canvas** Page. These settings are the parameters for creating and administering test questions. Creation settings include:

- **Feedback**-Allows the instructor to provide for correct or incorrect answers.
- **Images, Files and External Links**- The instructor can include images, files and web links as an integral part of questions and answers. *Adding images will slow down the testing process for students.*
- **Question Metadata**- Adding a category or keyword to a question allows you to search and locate test questions for use in other tests.
- **Scoring**- This feature allows you to set a point value or partial point credit for each question within the test. Partial values are useful in multiple answer questions.
- **Display**- Allows you to determine options for question order, view and numbering.

1. **Feedback**

☐ Provide feedback for individual answers.

2. **Images, Files, and Web Links**

☐ Add images, files, and web links to individual feedback.

☐ Add images, files, and web links to answers.

3. **Question Metadata**

☒ Add categories, topics, levels of difficulty, keywords and instructor notes to questions.

4. **Scoring**

☒ Specify default points when creating questions. Default point value: 10

☒ Use the currently assigned points when finding and adding questions.

☒ Use default points when finding and adding questions.

☒ Specify partial credit options for answers.

☐ Specify negative points 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.

1. Click **Creation Settings** to choose the test creation options that best suit your needs by checking or unchecking the boxes
2. When finished, Click **Submit** to return to the Test Canvas and add test questions

Step 3 Add Questions

There are three options for adding questions: **Create Question**, **Reuse Question** and **Upload Questions**.

Create Question ▾

Reuse Question ▾

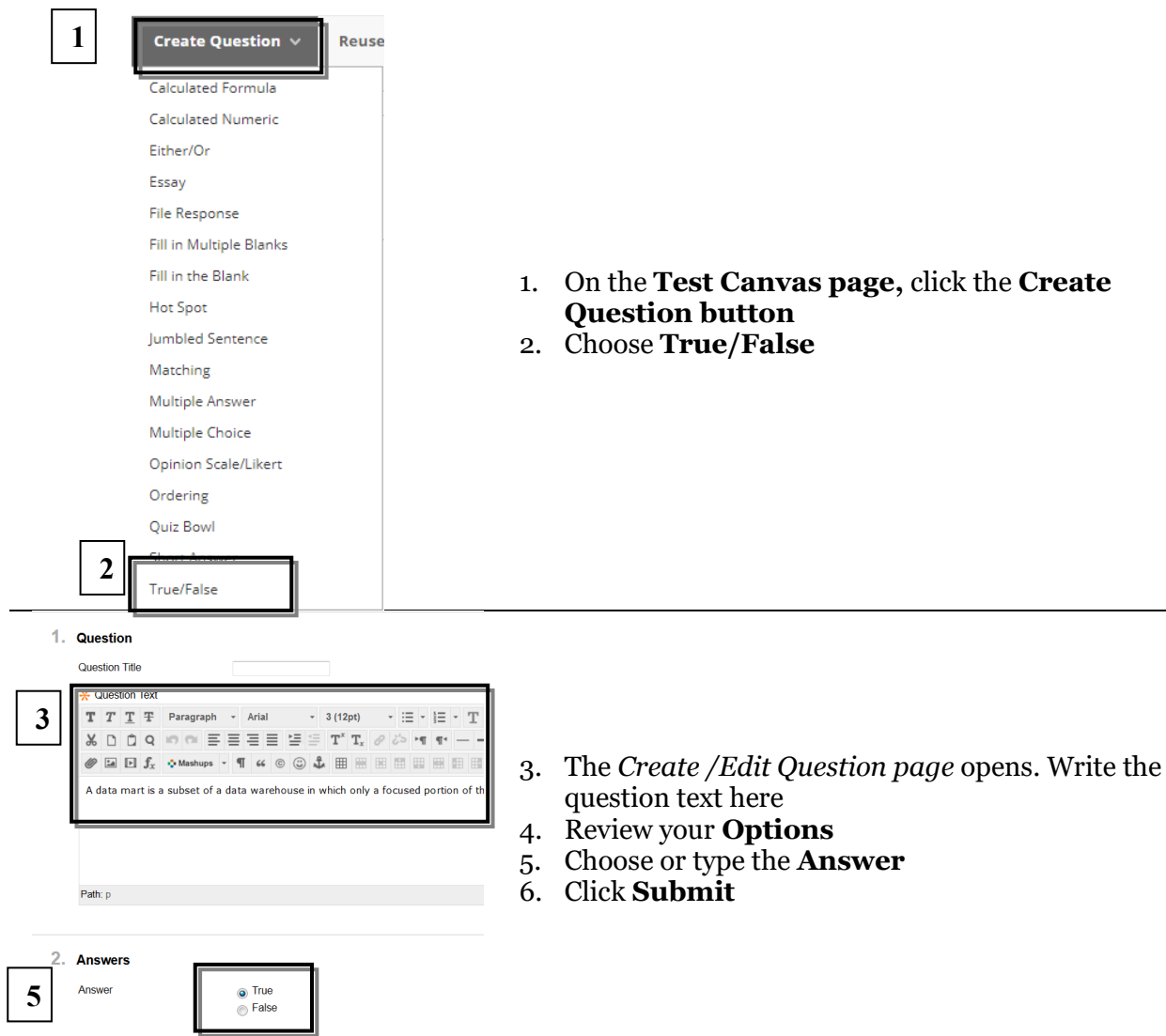
Upload Questions

Create Question

The process for creating questions in Blackboard is relatively simple. Follow the same basic steps below to create any type of question.

1. On the **Test Canvas page**, click the **Create Question** button
2. Choose **True/False**

3. The *Create /Edit Question* page opens. Write the question text here
4. Review your **Options**
5. Choose or type the **Answer**
6. Click **Submit**



1. **Question**

Question Title

Question text

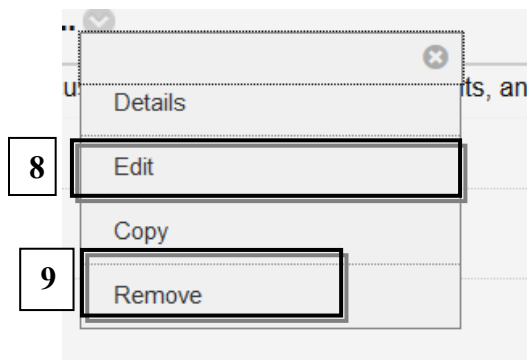
A data mart is a subset of a data warehouse in which only a focused portion of the

Path: p

2. **Answers**

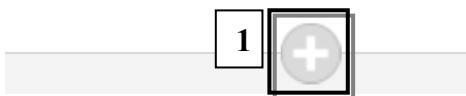
Answer

☒ True
☐ False



7. After clicking **Submit**, the Test Canvas page re-opens. Review the questions, answers and feedback, ensuring that everything is correct.
8. If changes are necessary, click the **Action Button**, and choose **Edit** and make changes
9. If you decide to eliminate the question, click **Remove**

Additional Questions



1. If you want to add the same type of question, click the **Plus Sign** to place the next test question above or below the current question
2. If you want to add a different type of question, click **Create Question** choose a question type.
3. Once all questions have been added, click **OK** at the bottom of the test to deploy it.

Reuse Question

The **Reuse button** allows you to generate a Question Set, create a Random Block of questions or Find Questions from previous tests.

- **Question Set** - Question Sets are groups of questions that can be presented in a random fashion determined by the instructor. Instructors create a Question Set by searching and selecting questions, determining the number of points per question and then choosing the number of questions to display to the user.
- **Random Block** - A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the Question Pool based on the question type and the number of questions available. To use this option, you must first create a Question Pool.
- **Find Questions** - Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test.

Create Question Set

The Question Set is an option for instructors who want to create a comprehensive final exam drawn from concepts assessed in earlier tests. When the Question Set option is chosen, Instructors are able to search a database of test questions used in previous tests, and test questions located in question pools. They can select any or all of those questions, and insert them into the test. There are two search options:

- **Browse Criteria** – Instructors can narrow their search by selecting the following criteria for their search: *Note that **Category**, **Topic**, **Level of Difficulty**, and **Keyword** searches can only be used if the instructor chose the **Metadata** option from the Test Canvas.*

Pools
Tests
Question Types

Categories
Topics
Level of Difficulty
Keywords

- **Search for questions** - The search can be narrowed by focusing the criteria search on words or phrases to locate a test question.

1 Reuse Question

2 Create Question Set

Create Random Block

Find Questions

1. Click Reuse Question
2. Click Create Question Set
3. The Create Question Set window opens

Create Question Set
Question sets are groups of questions that can be presented in a random fashion determined by the instructor. [More Help](#)

Search current results: Go

Criteria Summary
Pools | Appendix A Computer Hardware and Software | Appendix A Computer Hardware and Software

Displaying 1 to 25 of 340 items
Page 1 of 14

Browse Criteria

5 View

7 Pools

8 All Pools

Appendix A Computer Hardware and Software

Appendix A Computer Hardware and Software

Appendix B Network Basics

Appendix B Network Basics

Appendix C Careers in Business

Chapter 01 The Information Age in Which You Live: Changing the Face of Business

Chapter 01 The Information Age in Which You Live: Changing the Face of Business

Chapter 02 Major Business Initiatives: Gaining Competitive Advantage with IT

Chapter 02 Major Business Initiatives: Gaining Competitive Advantage with IT

Chapter 03 Databases and Data Warehouses: Building

10 Question Display



11 Question Text

Question Type	Source Name	Source Type
<input type="checkbox"/> A CPU uses more power when running at higher speeds.	Appendix A Computer Hardware and Software	Pool
<input type="checkbox"/> A byte is the smallest unit of information that your computer can process.	Appendix A Computer Hardware and Software	Pool
<input type="checkbox"/> A byte is the smallest unit of information that your computer can process.	Appendix A Computer Hardware and Software	Pool
<input type="checkbox"/> A desktop computer is a fully functional computer designed for you to carry a...	Appendix A Computer Hardware and Software	Pool
<input type="checkbox"/> A desktop computer is a fully functional computer designed for you to carry a...	Appendix A Computer Hardware and Software	Pool

9

Selected Questions: 0


Cancel Submit

4. A specific question may be located by typing a keyword in the **Search current results** window and clicking **GO**
5. Otherwise, under **Browse Criteria**
6. Click **All**  to select questions from all administered tests or pools
7. Click the **checkboxes**  in the criteria area to choose which **Pools, Tests** or **Question Types** will be browsed for test questions
8. After each checkbox is selected, the results will appear on the right side of the page in the **Criteria Summary**. *Note that chosen tests and test questions are highlighted in yellow*
9. To see the full text of the question, click **Custom Display** and select **Full Text**
10. Questions may be sorted by *Question Text, Question Type, Source Name, and Source Type*, by clicking the links at the top of the **Criteria Summary**
11. Once all of the test questions have been selected, click **Submit**
12. On the next menu, click **OK** to **deploy** the test

Create Random Block

A Random Block is a group of questions retrieved from a Question Pool, based on the question type and the number of questions available in the pool.

1


Reuse Question 

2

Create Random Block

1. Click **Reuse Question**
2. Click **Create Random Block**. *Note that you must create a question pool to use this option*

Choose Criteria

View  Reset to Default

Pool

English Chapter 1

Question types

- ☐ 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

Selected Criteria

Pool English Chapter 1 Question types Multiple Choice True/False


new questions that match selected criteria

Displaying 1 to 9 of 9 items

Question Text	Question Type
Sed eu odio vel metus egestas placerat.	True/False
Cras eget leo neoclassical.	True/False
Maecenas ut nisi ac erat condimentum ultrices.	True/False
Pellentesque a diam aliquam nisi vestibulum pellentesque.	True/False
Pellentesque a diam aliquam nisi vestibulum pellentesque. Aliquam erat volutpat.	Multiple Choice
Sed ornare scelerisque lectus.	Multiple Choice
There are 12 Commandments	True/False
Maecenas ut nisi ac erat condimentum ultrices.	True/False
Suspendisse malesuada felis a augue.	Multiple Choice

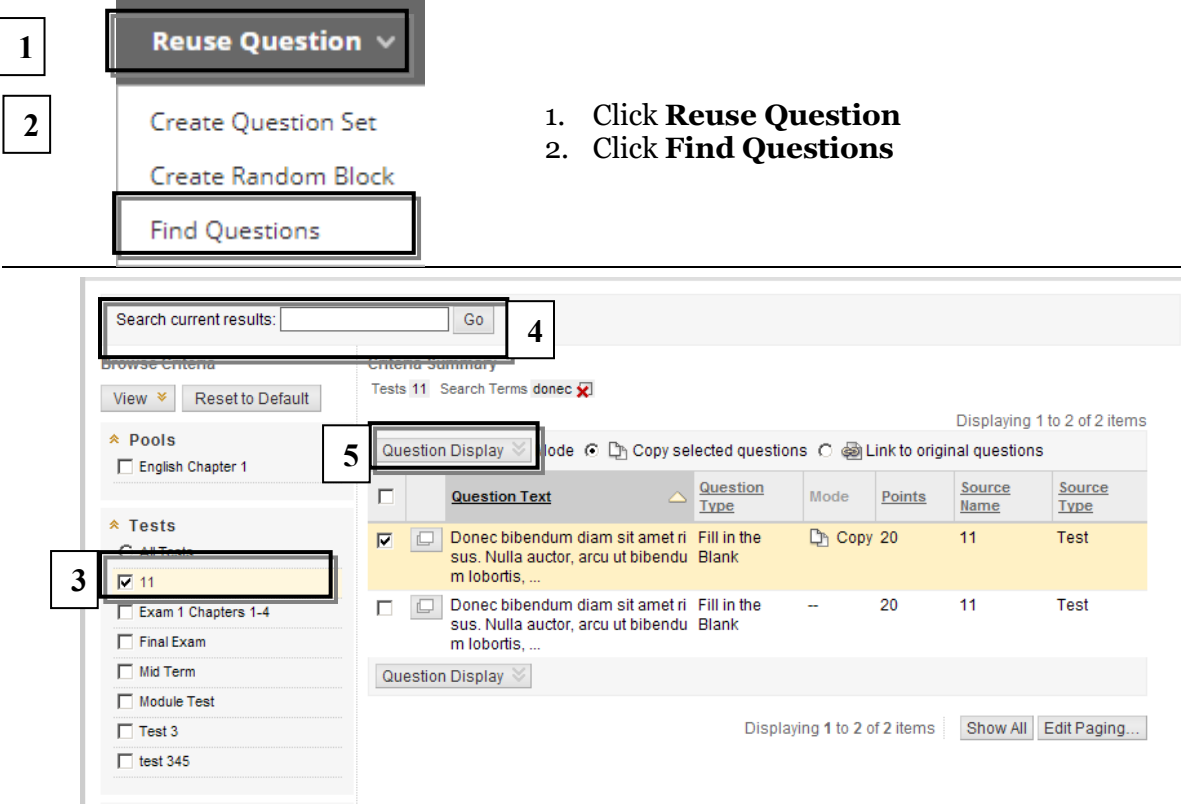
Displaying 1 to 9 of 9 items Show All Edit Paging...

3. Choose a Pool


- On the next page, click the **checkboxes**  to choose the types of questions (*True/False, Multiple Choice, etc.*)
- Once all of the test questions have been selected, click **Submit**
- The *Test Canvas* re-opens. You may add more questions by clicking **Create, Reuse** or **Upload**
- Click **OK** to **deploy** the test

Find Questions

Use Find Question to search for a single test question based on specific criteria or keywords.



The screenshot shows the 'Find Questions' interface. Callout 1 points to the 'Reuse Question' button. Callout 2 points to the 'Find Questions' button. Callout 3 points to the 'Tests' section in the left sidebar, specifically to the '11' checkbox. Callout 4 points to the 'Search current results' search bar. Callout 5 points to the 'Question Display' dropdown menu. The main area shows a table of search results with columns for Question Text, Question Type, Mode, Points, Source Name, and Source Type. Two results are displayed, both highlighted in yellow.

- Click **checkboxes**  in the criteria area to choose which **Pool** or **Test** will be searched
- A specific question may be located by typing a keyword in the **Search current results** window and clicking **GO**. Results will appear on the right side of the page in the **Criteria Summary**. *Note that chosen tests and test questions are highlighted in yellow*
- To see the full text of the question, click **Custom Display** and select **Full Text**
- Once all of the test questions have been selected, click **Submit**
- Click **OK** to **deploy** the test

Upload Questions

The Upload Question option allows instructors to upload a block of questions prepared by a textbook publisher, or questions created using an Excel Spreadsheet. Questions can be

downloaded directly from a CD-ROM, or a file located on the computer. Be sure to note the location of the question files.

1. Upload Questions

1. Click **Upload Questions**
2. Click the **Browse** button to locate the question file
3. Give the questions a **point value**
4. Click **Submit**. Once all questions have been added, click **OK** to **deploy** the test

Step 4 Deploy the Test

1. On the *Create Test* page, choose a **test** from the add test list
2. Click **Submit** to open the *Test Availability* page

Step 5 Make the Test Available to Users

This is the most important step in the test creation process, as it will allow students to take the test. This step can be completed as part of the creation process, or prior to the test administration.

1. Test Information

1. On the **Test Information** page, locate *Test Information*, review the **Name** and **Description** of the test that you entered when you created the test. Make changes as necessary
2. *Open Test in new Window* - Choose **Yes** to open a new browser window for the test. (Best Practice)

2 **Test Availability**

3a Make the link available ☐ Yes ☒ No

3c Add a new announcement for this test ☐ Yes ☒ No

3b ☐ Multiple Attempts
☐ Allow Unlimited Attempts
☐ Number of Attempts

Score attempts using

3d ☐ Force Completion
 Once started, this test must be completed in one sitting.

3. Test Availability Options:

- Make link available:** If you are finished with the test and want to make it available to your students, select the **Yes** button. Otherwise, students won't actually see the link to the test and thus won't be able to take it
- Add New Announcement:** Choose **Yes** or **No**
- Allow multiple attempts:** Select this option to allow students to attempt the test as often as necessary. The Grade Center records the last score the student received
- Force completion:** This option requires completing the test on the first attempt. Students will not be allowed to save an assessment and return to it later. **This option is not recommended**, as it will close the test if the student uses the **Back** button on their browser

3e ☐ Set Timer
 Set expected completion time. Selecting this option also records completion time for

Minutes
 Auto-Submit
☒ OFF ☐ ON
 OFF: The user is given the option to continue after time expires.
 ON: Test will save and submit automatically when time expires.

3f ☐ Display After 04/17/2014 05:19 PM
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.
☐ Display Until 04/17/2014 05:20 PM
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3g ☐ Password
 Require a password to access this test.

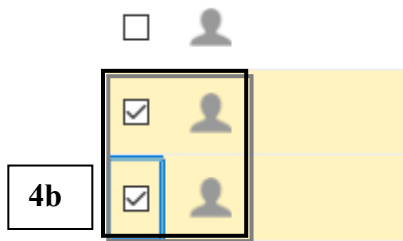
- Set Timer:** Select this option for a timed test. Use the drop down boxes to allocate the time allowed. This option provides students with a running clock and a warning when time is up. The student may finish the test past the time allotment, with a notation in the Grade Center if the time limit is exceeded. If you are administering a timed exam, you need to make clear to your students if there is what the penalty if they exceed the time limit.
- Time Limits:** If you want to limit the amount of time the test is visible and available to students, select the **Display Until** and/or **Display After** checkboxes, and click the **clock** and **calendar** icons to select the day and time.
- Set password:** For added security, it is possible to set a password that students need to enter before taking the test. Click the **checkbox**, and type a password. **The password is case sensitive.**

Test Availability Exceptions

Click **Add User or Group** to search for course:
 If you choose to use groups, you must make the g

4a

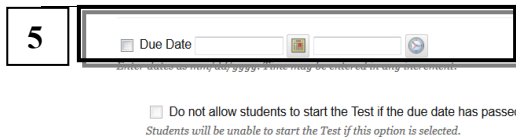
- Test Availability Exceptions** Allow instructors to add additional attempts, additional time or make a test available to specific students or users.
 - Click **Add User or Group**



- b. Click the **checkboxes** to select who will receive the test exceptions
- c. Click **Submit**

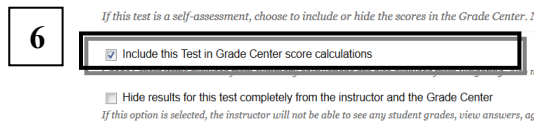


- d. Choose the number of **attempts** from the *drop-down list*
- e. Click the **calendar** to set the *availability dates*
- f. Click **Submit**



5. Add a **Due Date** the same way that you added the Display after/before option

5. Self-assessment Options



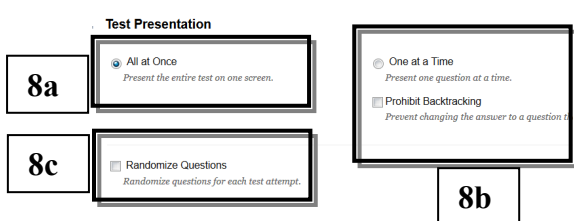
6. *Self-Assessment* sends the test score to the Grade Center. Choose an option by clicking the **checkbox**.



7. *Test Feedback* allows the instructor to decide how much feedback they provide to their students.

Choose **one** option by clicking a **checkbox**.

8. Test Presentation



- a. **All at once** This allows students to view all of the questions before deciding which ones to answer. If the test/quiz is long, students using dial-up services with time-outs for inactivity, could possibly have problems completing the test.
- b. **One at a Time** This option allows the student to view one question at a time on the screen. This is the most secure option. **Prohibit Backtracking** In conjunction with the option of viewing one question at a time it is possible to prevent students from returning to previous questions that they have already answered.
- c. **Randomize Questions** This option ensures that each student sitting the test will view the questions in a different order, the server randomizes the order of the questions each time the assessment is taken by students.

9. Once all options are chosen Click **Submit**

Step 6 Review and Administer the Test

After completing all of the test settings:

1. Review the settings to make sure that the test is available at the designated time.
2. Review the test to ensure that answers match the questions and that the answers are correct.
3. Review links to see that they load properly.
4. Once the review process is complete, make the test available or set a start date.