Blackboard 8: How to Create and Deploy a Test

1. Select the course and go to the Control Panel.

2. If you have created the test and want to deploy it, go to Step 7.
   To Create a test, select Test Manager.

3. Select Add Test
4. **Create the Test.**

4. Create the Test.

   ![Test Info](image)

   - Enter a name for the test or quiz.
   - Enter a short description for the test (optional).
   - Enter instructions for the students (optional).

5. **Add Questions** to your test.

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   ![Test Canvas](image)

6. **Click Creation Settings** to see test the default configuration. Choose from the following options.
   - Provide feedback for individual answers
   - Add images, files or external links to questions/answers
   - Scoring – default (keep 10 or change), partial credit, extra credit
   - Display – random answers, horizontal/vertical display, numbering options

   Click Submit to see your settings. Click OK to return to the Test Canvas.
7. Choose a **Category** for your first question, e.g., **Multiple Choice**. Click the **Go** button.

8. Enter the **Question 1 Text** and assign the **Point Value**.

9. Some items have additional **options** for the question.

**Note:** Options will not appear for all question types.
10. Select the **Number of Answers**, enter the possible **answer choices**, and mark the correct answer. 

Adjust this field first to increase the number of answer choices.

Mark the correct answer by clicking the **Radio Button** by that answer choice.

Type the text of your answer choices directly into the boxes.

11. Enter **Feedback (optional)** for the student to see.

12. **Categories** and **Keywords** are not necessary unless you want to use those features.

13. Click **Submit**.
14. Repeat steps 7-14 to add new questions.

15. Click OK from the Test Canvas Page. This sample test has only one question.

16. Click OK on the Test Manager Page to return to the Control Panel.

17. In the Control Panel, select the Content Area where you want your students to see the Test (e.g., Course Documents). This is the deployment area.
18. Click **Add Test**.

19. Select the test to add from the list that appears and click **Submit**.

20. When you see the receipt confirming the test has been deployed successfully, Click **OK**.

21. Select **Modify the test options**.

   a. Section 1 - **Test Information** - the name and description of your test. Set **Open Test in new window** as **No**
   
   b. Section 2 - **Test Availability** - configure the test availability.
      
      i. Click **Yes** for **Make the link available** to display the test immediately. **OR**, to set the test for a specific time period click **Yes** to **Make the link available** **AND** set the **time and date restrictions**. **Add a new announcement for this Test** places a notice on the Announcement page.
ii. To let students to take the test multiple times set the appropriate options under **Multiple Attempts**.

**Notes:** If you set **Multiple Attempts**, the Grade Center displays all of the attempts. Scores can be based upon last attempt, first attempt, highest score, lowest score, or average of scores. Instructors can override the score independent of any attempts in the Grade Center Override area. All attempts are visible in the Grade center. The instructor may choose to clear (i.e., delete) some or all attempts for all or individual students.

iii. As needed, set **Force Completion, Set Timer, or a Password**.

![Test Availability](image)

c. Section 3 permits **Self-Assessment** in two forms: allow the instructor and student to view the grade, or only allow the student to view the grade. In each case, the grade is **not** included in the final score for the student.
   
i. To use the Self-Assessment feature - **Uncheck** the option **Include this test in Grade Center score calculations** to allow students to take the test without affecting their overall score. Both the instructor and the student will still be able to review the results of the test.

   ii. To allow the student to take the test **without displaying the results to the instructor** select **Hide results of this test completely from instructor and the Grade Center**.

d. Section 4 - identify the **Feedback** students can see upon completion of the test. You may show none, some, or all of the options. These options can be modified even after all students have taken the test.

e. Section 5 - configure the **Test Presentation**.
   
i. To reduce the likelihood of a student’s session timing out while taking an online exam, Blackboard recommends presenting long exams (more than 10 questions) in **One at a Time** mode.

   ii. Blackboard also recommends instructors **Prohibit Backtracking** as a means of preserving the integrity of the exam.
f. Click **Submit**.

22. You should receive a receipt page indicating your test options have been successfully modified. Click **OK**.

23. You should now be back at the *Modify Test* page. Unless you would like to change the settings you made, click **OK**.

24. This takes you back to the **Content Area**. You should see the test you just deployed at the bottom of the screen.

25. Use the **Numbers** to place the test where you want it on the page.

   **You have successfully created and deployed a test in Blackboard.**
Blackboard Test and Survey Features:

Test and Survey Import/Export

The Test and Survey Managers let you import and export tests and surveys for content reuse and collaboration. Tests or surveys can be reused by exporting the entire test to your local computer, and then importing the file into another course’s Test or Survey Manager. When the test or survey is imported, modifications may be made to customize it for the new course.

Export

• Go to the Control Panel.
• Select the Test Manager or Survey Manager.
• Click the Export button for the test/survey to export.
• Save the .zip file to your computer. Do not open/unzip it.

Import

• Go to the Control Panel of the new course.
• Select the Test or Survey Manager.
• Click Import.
• Browse to the saved .zip file and click Submit.
• The test uploads and is added to your manager.
• Follow steps 18-24 above to modify and deploy the test.

Copy Tests

The Bb copy process

Advanced Questions Types

• Calculated Formula – Contains a formula with a number of variables. The variables can be set to change with each user. The correct answer can be a specific value or a range of values. A sample question might be ‘What is the circumference of a circle with a radius of \(r\) cm’?

• Calculated Numeric – Resembles a Fill-in-the-blank question except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers.

• Either/Or – In addition to True/False questions, Blackboard lets you create Either/Or questions in your online assessments. You can ask questions where the answers are Yes or No, Agree or Disagree, or even Right or Wrong.
• **File Response** - You can have your students submit files in response to a question. Students will see an “Attach Local File” box and Browse button when they answer the question. This type of question is graded manually.

• **Fill in Multiple Blanks** – Multiple fill in the blank responses can be inserted into a sentence or paragraph. Separate answer sets are defined for each blank.

• **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. Instructors click and drag the mouse over the image to create a rectangle over the correct answer.

• **Jumbled Sentence** – Students are shown a sentence with a few parts of the sentence as variables. They 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.

• **Opinion Scale/Likert** – Questions which allow the user to submit *strongly agree*, *disagree*, *strongly disagree*, etc., answers. This question type is designed to measure attitudes or reactions. These questions are most suitable for use in surveys.

• **Short Answer** – Similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. The number of rows is meant as a guideline. Blackboard does not impose an absolute limit on answer length.

• **Quiz Bowl** – Create questions where the student is given the answer and is asked to supply the question. The answer must include a phrase and a question word, such as who, what, or where to be marked as correct.

**Download Assessment Results Includes All Question Types**
Instructors can download Survey and Test results. Select **Tab Delimited** (the format is UTF-16 Unicode Text).

**To Download Assessment Results:**
1. Go to the Control Panel.
2. Select the Grade Center.
3. Find the test item and **click the double-down arrows** by the name of the test.
4. Click Download Results
5. Select **Tab-delimited** for better results.
6. Choose the Format by User or by Question and User; Attempts by Valid or All.
7. **Click the link:** **Click to download results link**.
8. Click OK when you are ready to **leave the page**.
9. Open Microsoft Excel, click *File* and *Open* – navigate to the downloaded file.
Assessment Question Completion Status (for students)
Students may skip questions if they wish to come back to them in an assessment that displays all the questions on the same page. This lets students distinguish clearly which questions they have completed and which they skipped as they progressed through the assessment. Students may use the Save button to the right of each question to save a specific question without scrolling to the bottom of the page to save. Saving a single question changes the status indicator to show which questions have been completed.
More Information
(Modified from: San Diego State University Blackboard Reference site)

Q: I created a test in the Test Manager, but the students can’t see it.
A: The test needs to be added to a Content Areas using the Add Test icon before it can be
accessed. Tests must be made available - go to the Modify test options #2 Test
Availability, click the Yes button for Make the link available.
Use the Time and date restrictions (Display After and Display Until) settings to make test
visible to students during that date and time range.

Q: I created a test earlier, but it doesn’t show up in my Select an existing test box.
A: Tests can only be added to Content Areas only one time. If the test was added
previously, it will not appear on the list of available tests.

Q: How do I view grades?
A: When students take a test in Blackboard, their score is automatically entered in the
Grade Center. To view a student’s individual question responses, click Double-Down
arrow in the student’s score field and select Grade Details.

Q: How do I grade the short answer questions?
A: From the Grade Center, click the Double-Down arrow and select Grade Details.
Click View Attempt under Actions to see the student's individual answers. Add the points
received in the Points field and click Submit.

Q: How do I turn off the test when I no longer want students to be able to take it?
A: Go to the content area where the test is deployed; click the Modify button for the test.
Click Modify Test Options, click No for Make the link available, and click Submit.
Using the time and date restrictions will turn the test on and off as set.

Q: How secure are on-line tests? How can I make them more secure?
A: In any online test, there is a risk of cheating. At this time, there is no way to be certain
your student is the one actually taking the test or is not using sources to find the answers.
This does not mean that the test feature is Blackboard should not be used. To increase test
security you can add passwords, randomize questions, set time limits, or administer them
in a proctored lab environment. One good use of the test feature in Blackboard is for
practice or review tests. The Allow Multiple Attempts setting will let the student take
the test and return to re-take it after reviewing the material. The random sampling and
question pool features are helpful in providing different versions of each test.