

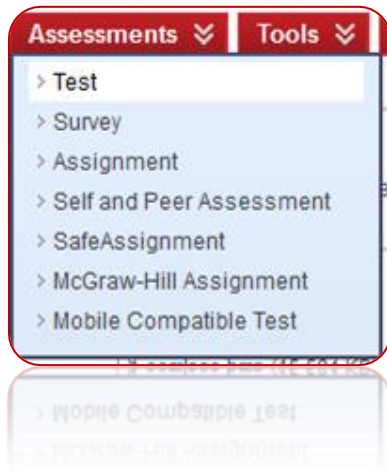
Understanding Tests eLearning Blackboard Learn 9.1 for Faculty

Creating a test in Blackboard is a **two-part process**. You must create/import the test, and then deploy the test.

There are two ways to go about creating the test. You can either use the **Course Tool** (*Start on page 2 of this tutorial*) found in the control panel called **Tests, Surveys, and Pools**, or build an assessment within a content area (*Start on this page*).

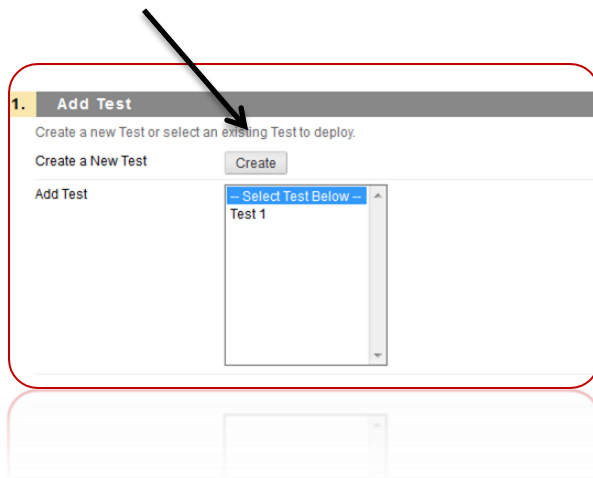
Building a test from a content folder

Point to Create Assessment and click **Test**



Note: If your test is already created/imported, you will come to this screen to deploy the test. Under **Add Test, select the test and click **Submit**.*

Click **Create**

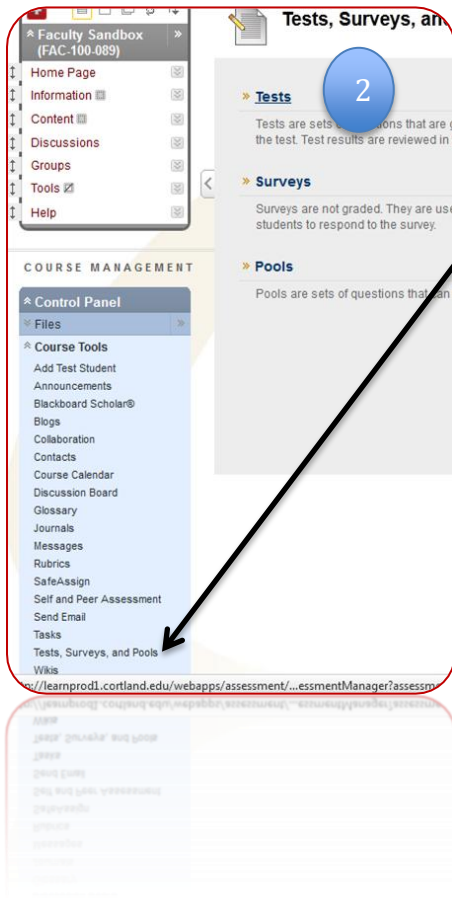


You may now skip to page 3 of this tutorial to continue.

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Building a Test



Under the **Control Panel**, click

1. **Course Tools** and then **Tests, Surveys and Pools**.

2. Then click **Tests**.

This will bring you to a screen that will display any tests that you have already created or uploaded.

Click **Build Test** to start creating a test or **Import Test** to import an existing test that might be provided from your textbook's publisher or converted through *Respondus*.

If you opt to **Import** a test, you will need to browse for the test file and click **Submit**.

If you opt to **Create** a test, click **Build Test** to begin.

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The first screen you will see will be to give the test a name, description, and instructions. Click **Submit** when finished.

Test Information

★ Name

Description Text Editor is: ON

Normal 3 Arial | **B** *I* U **ab** | x_2 x^2 | [List icons] [Link icon] [Image icon] [Table icon] [Table icon] [Table icon]

This test will cover materials from chapters 1 through 3, and will include materials from Assignment 1, and discussion topics 3 and 4.

Path: [body](#)

Instructions Text Editor is: ON

Normal 3 Arial | **B** *I* U **ab** | x_2 x^2 | [List icons] [Link icon] [Image icon] [Table icon] [Table icon] [Table icon]

Please complete all questions. 30 Multiple Choice, 5 short answers, and pick 1 of 2 essay questions.

Path: [body](#)

Path: [body](#)

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This is the screen you will see where you can begin creating questions. Point to **Create Question** to begin. If you imported a pool of questions, point to **Reuse Question**, and if you wish to upload a question pool, click **Upload Questions**. – Explanations of each will be found beginning on page 9 of this tutorial.

The screenshot shows the 'Test Canvas: Test 1' interface. At the top, there are three buttons: 'Create Question', 'Reuse Question', and 'Upload Questions', each with a dropdown arrow. To the right is a 'Question Settings' button. Below these is a table with the following information:

| | |
|-----------------|--|
| Description | This test will cover materials from chapters 1 through 3, and will include materials from Assignment 1, and discussion topics 3 and 4. |
| Instructions | Please complete all questions. 30 Multiple Choice, 5 short answers, and pick 1 of 2 essay questions. |
| Total Questions | 0 |
| Total Points | 0 |

Below the table, it says 'Select a question type from the Create Question drop-down list.' At the bottom right corner of the canvas, there is an 'OK' button.

When finished, click **OK**.

Deploying the Test

The screenshot shows the 'Add Test' dialog box. It has a title bar '1. Add Test' and a subtitle 'Create a new Test or select an existing Test to deploy.' There are two main sections: 'Create a New Test' with a 'Create' button, and 'Add Test' with a dropdown menu. The dropdown menu is open, showing 'Test 1' selected. An arrow points to the 'Test 1' option.

To **Deploy** the test to your students, navigate to the content folder you wish to place the test, point to **Create Assessment** and click **Test**. *If you followed the instructions on page 1, you will be automatically placed in this area upon hitting **OK** in the previous step.*

Select the test and click **Submit**

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First, you will see the name and description of the test. The Instructions will be available to the students upon clicking on the test. You can also choose to have the test open in a separate window.

The screenshot shows the Blackboard Learn 9.1 test configuration interface. The 'Name' field is 'Test 1'. The 'Choose Color of Name' dropdown is set to 'Black'. The 'Description' field contains the text: 'This test will cover materials from chapters 1 through 3, and will include materials from Assignment 1, and discussion topics 3 and 4.' The 'Text Editor is:' dropdown is set to 'ON'. The 'Path:' field is 'body'. The 'Open Test in New Window' radio buttons are set to 'No'.

Test Availability is the next set of options.

- **Make Link Available** – Choose whether or not you want the link to be available to students.
- **Add a New Announcement for this Test** – This option will automatically create an announcement for the test. If the link is not available, the announcement won't automatically appear until the test becomes available.
- **Multiple Attempts** – If you want to allow students to be able to retake the test, do so here. This may be important for a sample quiz or a self-assessment that you're not grading.
- **Force Completion** – If this is checked, the test will be automatically submitted if the test is closed or if the student tries to "back out" of the test.
- **Set Timer** – It is an estimated timer given to students to let the gauge how long it should take to complete the test. To automatically close a test after the timer runs out, be sure to check the next option:
 - **Auto Submit** – Selecting *on* for this option will automatically submit the test upon the timer running out.
- **Display After / Until** – This will automatically make the link to the test available to students within certain periods of time. If you want to allow students to go back and see their feedback, score, and answers throughout the semester, do not limit

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Until date. If you don't allow multiple attempts, they won't be able to retake the test anyway.

- **Password** – this is useful if you want to set up a password to the test. In other words, make it available perpetually, give them a password when you're ready, and change the password when you don't want them to have access anymore.

The screenshot shows the 'Test Availability' configuration page in Blackboard. At the top, there are two radio button options: 'Make the Link Available' (Yes/No) and 'Add a New Announcement for this Test' (Yes/No). Below these are several checkboxes for test settings: 'Multiple Attempts' (with sub-options for 'Allow Unlimited Attempts' and 'Number of Attempts'), 'Force Completion' (with a note: 'Once started, this Test must be completed in one sitting.'), and 'Set Timer' (with a note: 'Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.'). The 'Set Timer' section includes 'Hours' (1) and 'Minutes' (00) dropdown menus. There is an 'Auto-Submit' section with 'OFF' (selected) and 'ON' radio buttons, and a note: 'OFF: The user is given the option to continue after time expires. ON: Test will save and submit automatically when time expires.' Below this are 'Display After' and 'Display Until' sections, each with date and time pickers. The 'Display After' section is set to 11/21/2011 at 09:58 AM. The 'Display Until' section is set to 11/21/2011 at 09:59 AM. At the bottom, there is a 'Password' checkbox and a text input field for the password.

- **Due Date** – If you want to make the test available for students to see their results throughout the semester, but you want to limit when they're allowed to take the test, apply a due-date. Setting a due-date will let the system know you want anything submitted after that date to be considered *Late*, and therefore will not be automatically graded.

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Self-Assessment options are available if you want students to be able to have a personal record of how they're doing. This is applicable for a sample quiz or a self-assessment quiz that you're not including in the grade center. You can also opt to hide it from you, so that the students can take it at their leisure without creating excessive columns in the grade center.

Test feedback is where you will decide what your students want to see when they complete the test. To keep online testing safe and prevent academic dishonesty, it is suggested to only show **Score**. After you complete grading, you may go back and edit the test options to show the rest of the feedback. Backtracking to what was said on page 5 about **Display After / Until**, students will be able to check this feedback by going to the content area where the test is deployed and clicking it as if they were taking it. As long as **Multiple Attempts** is not selected, they will not be able to see this test again, only the results and the new feedback selection.

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback

Test Presentation is where you will determine if you want your students to see all of the questions at once, or one at a time. If you select **One at a Time**, you also can then prohibit backtracking to previous questions. **Randomize Questions** will randomize the questions you created for your test on page 4. Click **Submit** when finished.

6. Test Presentation

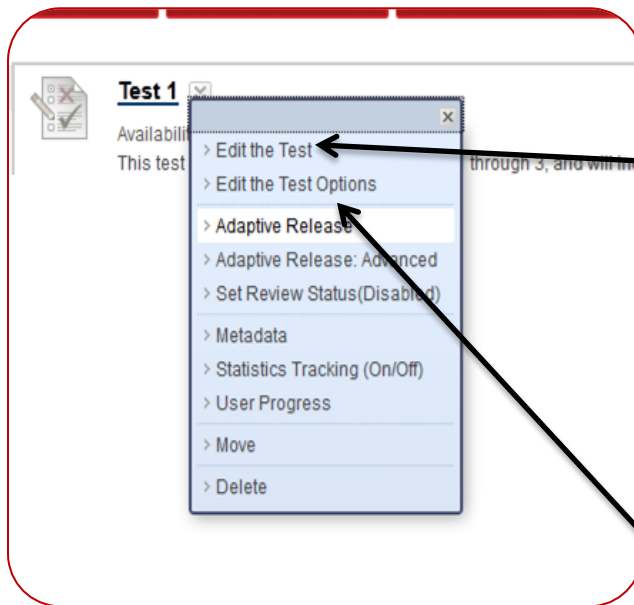
Presentation Mode

- 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.

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Editing the Test and Test Options



From your content folder, if you want to edit the test, pull the action menu down and you will be given two options for editing.

- **Edit the Test** – This option will allow you to edit the questions of the test. (Page 4). Note – DO NOT change questions after a student has taken the test. A warning message will appear if a student has already taken it. If you plan on editing the test, it is advisable to make sure first that the test is unavailable. You don't want students taking the test while you're editing questions.

- **Edit the Test Options** – This option will allow you to edit the deployment of the test. (Pages 5-6) This includes the availability option, mentioned in the description of **Edit the Test**.

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Create Question

- **Calculated Formula** – creates a mathematics question that will create a question with variables that change for each student. For example, you would put the variables in the Question Text box, such as $[x]+[y]=Z$. In the Answer Formula box, you would put $x+y$ and use the operator function in the box.
- **Calculated Numeric** – does NOT have a formula associated with it. Its name is deceiving as it is not an actual calculation. Treat this as a *Fill-in-the-blank* style question, where you would ask: $1+1=$ and the correct answer would be 2.
- **Either/or** – are questions in the style of a true/false or a 2-possible answer multiple choice question.
- **Essay** – This will provide the student with a text box for an essay answer.
- **File Response** – questions require the student to upload a file as an answer. For example, in a photography course, a teacher might provide a photo they want their student to retouch and resubmit as an answer.
- **Fill in Multiple Blanks / Fill in the Blank** – Provides students with a sentence they must complete.
- **Hotspot** – questions require the teacher to upload a picture file and select where the correct answer is. For example, a test on bones might ask “Where is the femur?” and a picture of a skeleton would be provided. The student then needs to click on the location of the femur to get a correct answer.
- **Jumbled Sentence** – asks students to pull the correct word to complete a sentence.
- **Matching** – Students will have to match up a column with another column. It is possible that the columns contain different amounts of words or phrases.
- **Multiple Answer / Multiple Choice** – are the most common type of question. Multiple choice requires the student to give one answer and multiple choice allows the student to select one or multiple of the answers. You can set up partial credit in either choice.
- **Opinion Scale / Likert** – Most often used in a survey, these measure the attitude or reaction of a student towards a topic.
- **Ordering** – questions are designed to have students put words or phrases into a series. Examples include the correct order of nouns/verbs in a sentence in a language course or a hierarchy or taxonomy in many other courses.
- **Quiz Bowl** – questions are phrased as statements that require the answer to be in the form of a question. Think Jeopardy.
- **Short Answer** – similar to an essay, only the textbox’s size is customizable and typically smaller.
- **True/False** – standard type true/false question.

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Reuse Question

- **Create Question Set** – Question Sets are groups of explicitly chosen questions that can be presented at random, determined by the instructor.
 - Instructors can 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. If the number of questions to be displayed is less than the list of questions (example: 3 out of 50), then the questions are randomly distributed so that each user may be viewing a different set of three questions. The Instructor can choose to display the same questions to all users by selecting all the questions listed.
 - You may select from existing tests, surveys, and pools
- **Create Random Block** –A Random Block differs from that as the instructor does NOT choose individual questions, but rather, a block of questions.
 - A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool.
 - You may ONLY select questions out of a pool.
 - Pools are covered in a separate tutorial
- **Find Questions** - allows you to search for questions from other tests, surveys, and pools.
 - Questions are organized by criteria listed on the left. Use the drop-down to search for questions to add to the pool. Click **Submit** when finished.
 - Instructors can choose to copy a question from one test to another or add a link to a question from one test for use in another. The difference is that if a linked question is changed, those changes are reflected everywhere that there is a link to that question.

Upload Questions

- Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, questions can be edited and used like questions that have been authored in the system.
- Notes on formatting are found in *More Help* in the **Upload Questions** dialog box, and in the **Create Pools** tutorial.

Next page... Tips on creating questions

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Tips for creating tests in Blackboard.

- If you want to create a test with a pick 'x' out of 'y' questions, essays for example, you will want to assign 0 points to the difference in question values.
 - I want to create a test that provides 4 essay questions, but students only have to answer 2.
 - Essay 1 – 10 points
 - Essay 2 – 10 points
 - Essay 3 – 0 points
 - Essay 4 – 0 points
 - When you're grading, if students answer either Essay 1 or 2, grade as normal. Even though Essay 3 and 4 are not worth anything, apply the points to those questions and ignore the others. This will trick the system so that the points a student lost on Essay 1 or 2 are replaced with "overawarded" or "extra credit" points from Essays 3 and 4.
- Your total points don't have to always equal 100. If you, in the grade center, show percentage instead of score, you will see the percent a student was awarded out of 100% based on the proportional point value of each question.
- Ask your textbook publisher if they have a test bank or pool compatible with Blackboard Learn 9.1
- Creating random blocks from pools can help in cases where you want, for example, multiple choice questions to be random, but still want the essay to be at the end. In this case, when setting up your test presentation (Page 7), do not use Randomize Questions
- The action menu associated with each question will allow you to add questions below and above other questions, whereas the Create Question area will always put the question at the end.
- To the left of the question, you will see a double arrow icon that will let you drag and drop questions into different orders.
- When importing tests from Word or other sources, double check questions to make sure formatting is correct, and in some cases, it's advised to select 5-10 questions at random to make sure that the correct answers were transferred accurately.
- Upon creating any type of question, there's a **More Help** link at the top in the description that will accurately outline every step in creating any type of question.
- Tests automatically create a column in the grade center.
- Get to know the Test Canvas screen (Diagram on the next page)

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The screenshot shows the 'Test Canvas: Final' interface. At the top, there are buttons for 'Create Question', 'Reuse Question', and 'Upload Questions', along with a 'Question Settings' button. Below this is a summary section with fields for 'Description', 'Instructions', 'Total Questions' (45), and 'Total Points' (100). A filter section allows selecting 'All' or 'None' questions, with a 'Select by Type' dropdown and an 'Update' button. The main area displays a 'Random Block' (1-40) with 'Total Questions: 69', 'Number of Questions to display: 40', 'Source Pool: Ben Final', and 'Question Types: All Pool Questions'. A 'Points per question' field is set to 1. Below this is a 'Matching' question (41) with a table of items to be matched.

| Question | Match Column B to Column A | Answer Items |
|----------|---|--|
| E. - | A. Severity of air pollution is the greatest in this zone | A. renewable resource |
| A. - | B. water | B. non-renewable resource but can be recycled |
| B. - | C. aluminum | C. non-renewable resource and cannot be recycled |
| C. - | D. crude oil | D. sulfur dioxide |
| M. - | E. corrosives | E. troposphere |
| D. - | F. primary pollutant | F. mobilization |

1. Question Settings allows you to change settings such as a student's ability to attach images and files to answers.
2. Your test summary will appear here, with the total number of points and total questions, as well as the description and instructions.
3. You can select all questions or specific types of questions here and update scores in bulk. This is handy in case you create multiple questions and forget to adjust the Points Per Question as you create them, you can do that in bulk.
4. This is a detail of your questions and question sets/blocks.
5. You can adjust the point value of questions here.