

Why would you use this feature?

Tests or quizzes are used to assess the knowledge and skill level of a student. Instructors can assign point values to these assessments. The test or quiz item is automatically placed in the Gradebook if the instructor gives a possible point value during set-up. Then the instructor can enter grades into the Gradebook. An instructor can provide feedback about the test questions for the students.

Surveys can be used for class polls or evaluations. In this type of assessment, scores are anonymous. However, the survey item is automatically placed in the Gradebook. Also, in a survey, instructors cannot provide feedback for the items.

Will you use these test or survey questions in any other classes?

If yes, you should create a pool of questions that can be used to create a test or survey. Find the section below titled “Using a Question Pool” and begin there. If no, you can begin creating your test or survey now using the steps below.

TESTS
How to Create a Test

1. Click on Control Panel
2. Click on Test Manager in the Assessment section
3. Click Add Test or Import. You can import tests from other courses.
4. Enter a name, description, instructions and click Submit
5. Select a question type on the Test Canvas and click Go
6. Create a question and enter the Point Value for the question. You can select if the question is extra credit only. Complete the page. Click Submit.
 - a. To set a default point value for questions, click on Creation Settings in the Test Canvas. Section 4 will let the instructor type in the default point value.
7. An explanation of test question types is available at the end of this document.
8. Once your test is created, you must deploy the test.

How to Deploy a Test

1. Once the test is created, go to a Control Panel
2. Choose the Content Area where you want to place the test (i.e. Assignments, Course Documents)
3. Click (Add) +Test on the tool bar. Select the test. Click Submit. Click OK.
4. Click Modify the Test options
5. In Section 2 Test Availability
 - a. Select Yes for Make the link available.
 - b. If you select “Allow unlimited attempts” option, students maybe able to press the back button and change his/her answers and re-submit new answers. Each new attempt overrides the previous attempt.
 - c. “Force completion” makes the student complete the test in one sitting. They cannot save the test and go back to the test later.

6. In Section 3 Self-assessment Options – You **do not** have to choose either of these.
 - a. Include this test in Gradebook score calculations – instructor can see the score but it is not counted in the grade
 - b. Hide the score of this test from the Gradebook – may encourages student to work on their own
7. Test Feedback
 - a. Score – only shows the student the score through the Gradebook
 - b. Submitted Answers – shows test questions and students submitted answer after students complete test and also through the Gradebook
 - c. Correct Answers – shows test questions and the correct answer after students complete test and also through the Gradebook
 - d. Feedback – shows test question and any feedback instructor included in test set-up after students complete tests and also through the Gradebook. It does not show student response.
8. Test Presentation
 - a. Strongly recommend “one question at a time” so that the Internet Service Provider continues to see movement on the page and this minimizes the chance of the test freezing up.

SURVEYS

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing surveys. The main difference is how to deploy the survey.

How to Create a Survey

1. Click on Control Panel
2. Click on Survey Manager in the Assessment section
3. Click Add Survey or Import. You can now import surveys from other courses.
4. Enter a name, description, instructions and click Submit
5. Select a question type on the Survey Canvas and click Go
6. Create a question. Complete the page. Click Submit.
7. An explanation of question types is available at the end of this document.
8. Once your survey is created, you must deploy the survey.

How to Deploy a Survey

1. Once the survey is created, go to Control Panel
2. Choose the Content Area where you want to place the survey (i.e. Assignments, Course Documents)
3. Click on the Select drop down menu on the right side of the page, choose Survey and click Go
4. Select your Survey and click Submit.
5. Click Modify the Survey options
6. In Section 2 Survey Availability
 - a. Select Yes for Make the link available.
 - b. If you select “Allow unlimited attempts” option, students maybe able to press the back button and change his/her answers and re-submit new answers. Each new attempt overrides the previous attempt.
 - c. “Force completion” makes the student complete the survey in one sitting. They cannot save the survey and go back to the survey later.
7. In Section 3 Self-assessment Options – You **do not** have to choose this.
 - a. Include this test in Gradebook score calculations – instructor can see the score but it is not counted in the grade
8. Test Feedback
 - a. Score – only shows the student the score through the Gradebook
 - b. Submitted Answers – shows questions and students submitted answer after students complete the survey and also through the Gradebook
9. Test Presentation
 - a. Strongly recommend “one question at a time” so that the Internet Service Provider continues to see movement on the page and this minimizes the chance of the test freezing up.

To Open the Survey (Assessment Stats) page

1. Click on Gradebook, in your Control Panel.
2. Select a Gradebook item or click on the check mark for a user. The check mark shows that the survey is completed.
3. Click on Assessment Attempt Details to view the details. You can also choose Download Results to create a separate file of the data.

To Modify the Survey Grade

1. Click on Control Panel, then Gradebook
2. Click on the Survey item (Survey name) in the Gradebook
3. Click on Modify Gradebook Item and complete the Add/Modify Gradebook Item page
4. If you want your survey to be graded as complete or incomplete instead of assigning a point value to it, place a zero in the Possible Points box. Set Display As to Complete/Incomplete. Any number in the Possible Points box will be calculated into the Gradebook. When student takes the survey, a check will be placed in that item column. Otherwise the area will have a dash (no submission).

QUESTION POOL

Using a Question Pool

An instructor should use a question pool if they plan on using the same questions in more than one test or survey. Pool Manager is used to store questions for repeated use. Pools can be imported from other courses/instructors if instructors share their .zip files. Pool questions do not have point values associated with them. When a Pool question is added to a Test, the instructor can assign a point value.

How To Create a Question Pool

1. Click on Pool Manager
2. Click Add Pool
3. Complete the Pool Information page and click submit
4. Select a question type on the Pool Canvas and click Go
5. Create a question and click Submit
6. Click on Creation Settings to modify settings in your pool
7. A file of Pool questions may be exported from the Pool Manager page by selecting Export. The exported Pool will be packaged in a .zip file. Once a pool is exported, questions may not be added to it.

How To Import a Question Pool

1. To import, choose Import on the Pool Manager page. Browse to import the .zip file.
2. Open the .zip file and click OK. Click Submit. This may take a few seconds to complete.
3. To import to a test or survey, see below.

How to Create a Test from a Question Pool

1. Click on Control Panel
2. Click on Test Manager in the Assessment section
3. Click Add Test
4. Enter a name, description, instructions and click Submit
5. Click the drop down menu next to Add and choose From a Question Pool or Assessment and click Go
6. Choose the assessment and the types of questions you want to import by checking the box on the left side of the question and click search
7. On the next page, choose the questions you wish to include and click submit
8. Click Modify next to the test question to change your options, such as point value
 - a. To set a default point value for questions, click on Creation Settings in the Test Canvas. Section 4 will let the instructor type in the default point value.
9. Once your test is created, you must deploy the test

How to Create a Survey from a Question Pool

1. Click on Control Panel
2. Click on Survey Manager in the Assessment section
3. Click Add Survey
4. Enter a name, description, instructions and click Submit
5. Click the drop down menu next to Add and choose "From a Question Pool or Assessment" and click Go
6. Choose the assessment and the types of questions you want to import by checking the box on the left side of the question and click search
7. On the next page, choose the questions you wish to include and click submit
8. Click Modify next to the question to change your options
9. Click on Creation Settings to modify settings on your survey
10. Once you have created your survey, you must deploy it

Respondus - Allows user to create (using a certain format) a test in familiar software and then import it into Blackboard. For more information about Respondus, contact the Walker Teaching Resource Center (x4188).

Potential Problems

Students may have problems completing a test because it may freeze up. The instructor will need to clear the attempt so the student can take the test again. The data will not be saved; therefore the student will have to start the test from the beginning.

1. Click on the lock in the Gradebook for that student for that test
2. Click Clear Attempt on the right side of the chart
3. Sometimes you may have to click View, then Clear Attempt.

Types of Test Questions (Blackboard Instructor Manual):

Calculated Formula- A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Calculated Numeric- This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.

Either/Or- Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as: Yes/No, Agree/Disagree

Essay- Requires instructor to provide students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. Sample answers can be added for graders to use as a reference. Must be graded manually on Grade Assessment page

File Response- Users upload a file from the local drive or from the Blackboard Content System as the answer to the question. This type of question is graded manually.

Fill in Multiple Blanks- This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.

Fill in the Blank- Answers are evaluated based on an exact text match. Answers are not case sensitive, but are evaluated based on spelling. You may enter more than one answer to be understood as correct

Hot Spot- Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.

Jumbled Sentence- Users are shown a sentence with a few parts of the sentence as variables. The user selects 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.

Matching- Allows students to pair items in one column to items in another column. Instructors may include different numbers of questions and answers in a Matching question.

Multiple Answer- Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points a Student receives on the Grade Assessment page.

Multiple Choice- Multiple-choice questions allow the users a multitude of choices. Users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20

Opinion Scale/Likert- Question type based on a rating scale designed to measure attitudes or reactions. Users indicate the multiple choice answer that represents their attitude or reaction. When the instructor creates an opinion scale question, six answer fields are pre-populated with the following answers: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable

Ordering- Requires students to provide an answer by selecting the correct order of a series of items. Students will be granted partial credit for ordering questions if they answer part of the question correctly

Quiz Bowl- The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as who, what, or where, to be marked as correct. Partial credit may be given if the question word is not included in the answer.

Short Answer – same format as essay questions

True/False- Allow the user to choose either true or false. True and False answer options are limited to the words True and False. Instructors are provided with an area to type the question and designate the correct answer. Instructors are also given the opportunity to provide feedback so that the student will know why the answer is what it is.

Random Block- Enables the Instructor to use a random selection of questions from another test or Pool. The instructor can also select criteria for the questions that are chosen, such as the question type.

From a Question Pool or Assessment- Questions can be imported into tests through the question pool

Upload Questions- Instructors may import files containing questions into an Assessment. The questions in the uploaded file must match a specific file structure. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions, or any combination of these. When questions are imported they automatically default to the point value set in the Creation Setting, if one has not been chosen then questions will automatically have a point value of “0” and instructors must enter a point value for each question.