Blackboard Tests and Surveys

Overview ................................................................................................................................. 2
Creating a Test in Blackboard Using the Test Manager .......................................................... 2
  Step 1: Access the Test Manager ....................................................................................... 2
  Step 2: Add Basic Questions to your Test ......................................................................... 2
  Reusing Test Questions ....................................................................................................... 3
  Step 3: Creation Settings: Enabling Advanced Question Options ..................................... 4
  Step 4: Deploying a Test/Survey within a Content Area .................................................... 5
  Step 5: Making the Test Available to Students ................................................................. 5
Tests and the Grade Center ..................................................................................................... 8
  Interpreting the Grade Center ............................................................................................ 8
Clearing Test Attempts .......................................................................................................... 9
Removing Tests ..................................................................................................................... 9
  Method One: Changing the Test Availability (Recommended) ........................................... 9
  Method Two: Removing the student’s link to the test, along with test attempts .............. 10
  Method Three: Permanently Removing a Test and Associated Test Grades .................. 10
Exporting Test and Survey Results ....................................................................................... 10
Moving Tests from Course to Course with Import ................................................................. 11
Surveys .................................................................................................................................. 11
  Creating a Survey ............................................................................................................... 11
  Deploying a Survey ............................................................................................................. 11
  Removing a Survey .............................................................................................................. 11
  Viewing Survey Results from the Grade Center ................................................................. 12
Getting Help with Technology at the University of Hartford ............................................... 13

This document covers the step-by-step instructions for Blackboard tests and surveys. Blackboard tests are automatically graded and entered into Grade Center. Surveys are essentially the same as tests, but student results are anonymous and they are not graded. This document will not cover Blackboard Pools (test banks) which are documented separately (see FCLD’s website). For the purposes of this document, the word “quiz” and “test” are used interchangeably.

Blackboard tests are a great way for instructors to track student progress. Instructors can create quick ‘check-ins’ or longer, cumulative tests. Since Blackboard tests are not proctored, faculty members often use them for open book tests, practice exams, self-testing, or mini-quizzes. To proctor a Blackboard exam, instructors will need access to a computer lab. Some faculty use Blackboard to create tests, then print them out and use them for a traditional in-class testing.
This allows instructors to take advantage of advanced test features such as randomized ordering of question and answers. Surveys provide a great way to gauge student’s prior knowledge before class, so the instructor can fine-tune instruction, or after class, to see if students “got it.”

To begin creating Tests, Surveys and Pools for your course, go to Control Panel → Course Tools → Tests, Surveys and Pools.

<table>
<thead>
<tr>
<th>Detailed Instructions Available</th>
<th>How-to Videos Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Blackboard’s On-Demand Learning Center, available in all Blackboard 9 courses.</td>
<td>Visit Blackboard’s On-Demand Learning Center, available in all Blackboard 9 courses.</td>
</tr>
</tbody>
</table>

**Overview**

Creating tests in Blackboard is a five-step process.
1. Create the test.
2. Add questions to test.
3. Deploy test in content area using the “Create Assessment” button.
4. Determine test options (number of allowed attempts, time limits, etc.).
5. Make test available to students.

**Tip:** There is always the slight chance that a technical glitch happens while a student is taking a test. To avoid losing answers, tell your students to save each answer as they progress through the test. This is recommended as a best practice by Blackboard.

**Creating a Test in Blackboard Using the Test Manager**

**Step 1: Access the Test Manager**
1. From the Control Panel, click on Course Tools → Tests, Surveys and Pools → Tests.
2. Click Build Test. A new screen opens called Test Information.
3. Enter a name, description, and instructions for the test. The instructions refer to the entire test so keep them general. Include cautions and tips and reminders (e.g., save your answers as you go).
4. Click on Submit. The Test Canvas (which is used to add questions) appears.

**Step 2: Add Basic Questions to your Test**
There are three options for adding questions:

- **Create Question:** Type new questions from scratch, using a variety of questions types (e.g., true/false, matching, essay, etc).

- **Reuse Question:** Search for questions from previously created tests or pools and add them to your test. You can select which questions to use, or have Blackboard insert a random block of questions from a pool.

- **Upload Question:** Upload questions from a word processed document. Be careful - this is not as straightforward as it sounds! We do not recommend this option as it is not as efficient as creating questions directly on Blackboard.
Creating Test Questions
Here are the steps for creating test questions:

1. Point to Create Question on the Action Bar.
2. Select a question type from the menu.
3. Enter question text and choose options.
4. Enter answers as required by the question type. By default, Blackboard sets the first answer as the correct one. Use the radio button to select the correct answer.
5. Provide feedback and/or other options, if desired.
6. Provide Categories, Levels of Difficulty, Topics, or Keywords to enhance searching capabilities.
7. Click Submit to add question to pool.
8. Repeat Steps 1 through 7 to continue adding questions.
9. Click OK.

Reusing Test Questions
One quick way to add questions to a test is to import a random block of questions from a pool. To add a random block to your test:

1. Point to Reuse Questions on the Action Bar, and select Create Random Block.
2. Select the name of the pool and the question types from which you want to draw questions. (It is not possible to import them from other tests.) The questions that meet these criteria will appear on the right side of the page.
3. Click Submit. This will insert a block of questions into your test.
4. Choose how many questions you would like to display and how many points you would like each question to be worth.

In the example shown below, there are eleven multiple choice questions in the pool “Campaigns and the Media.” The test will display five random questions from this pool to each student, and each question will be worth ten points.
After importing, the questions appear to be one question in the test, because Blackboard dynamically ‘grabs’ random questions when students actually take a test. In other words, the block of questions is basically a link back to the pool, activated during test taking. This means the instructor should complete all question modifications in the pool before adding any random block to a test.

The option Create Question Set works in the same way, except that you get to choose specific questions to add to the test rather than a type of question.

**Step 3: Creation Settings: Enabling Advanced Question Options**

It might be helpful to categorize pool questions and mark them with keywords for easy searching in the future. To categorize questions and add keywords:

1. From the Pool Canvas, select **Question Settings**.

2. Make sure all selections are made for Feedback, Images, Files and External Links, Question Metadata are selected.

3. Click **Submit**. This adds the option ‘Categories and Keywords” to each question. Now, you must open each question and assign it a category, etc.

4. If there are already questions in the pool, select **Modify** to the right of each question. This opens the question for editing.

5. Assign keywords to a question by typing them in the space provided. Adding keywords will help you when searching for questions later.

6. To assign the question to a category, scroll down to Option Five, Categories and Keywords. Click **Add** to add categories, topics, levels of difficulty or keywords.

7. If you have categories already, click on the button **Choose from Existing** and select a category from the list. The more questions associated with a category, the larger the category link will be.

8. Once you have added the categories, click **Submit** at the bottom of the page.
Step 4: Deploying a Test/Survey within a Content Area

After creating a test or survey, it must be placed in a content area for students. Blackboard refers to this as “deployment.” Tests/Surveys can be deployed from any content area within your course.

To deploy a Test/Survey, do the following:

1. Select the Content Area where you want students to access the test/survey (e.g., Course Documents, Assignments, etc.).
2. Point to Create Assessment on the Action Bar and select Test or Survey.
3. Ignore the “Create” button if you already have created a test with test questions. Instead;
4. Select an existing test from the list provided. Click Submit.
5. You will receive confirmation that your test was added successfully. Select OK.

Step 5: Making the Test Available to Students

Once the test has been added to a content area, you can then make further modifications to it, or make it accessible to students so they can take it. To do so, locate the test in the Content Area:

1. Click on the chevron next to the text name and select Edit the Test Options.
2. Modify the test name and description if needed (usually not necessary).
3. If desired, select to have the test open in a new browser window.
4. Use the **Test Availability** options to determine how and when the test will be administered to the students. **Important:** If you elect to make the test available on or after a certain date, check to be sure you have also clicked “Yes” after “Make the link available.”

![](image)

**Setting up Test Availability Options**

Test availability options include:

a. Making the link available (to students).

b. Generating an announcement about the test in the Announcements Area.

c. Setting the number of times the student can take the test. By default Blackboard will record only the last attempt, but you can change this in the Grade Center.

d. Forcing students to complete the entire test (rather than saving it for later).

e. Setting a time limit. Students can continue past the limit, but Blackboard records this.

f. Select the dates to make the test available. **Note:** If you select dates to make the test available, you must also select “Make the Link Available.”

g. Adding a password. This is useful if you are proctoring the test in a lab.

h. Set a due date. If your students have enabled Alerts and Notifications, they will get an email reminder when the test is due or past due.

**Self-Assessment Options** may be used to include the score in Grade Center or to hide the score and individual work from you. These are helpful if you are designing a test for students to test their own subject knowledge, perhaps prior to an actual in-class exam. **Warning: if you choose “Hide results…” you are essentially creating an aggregated survey of which you cannot see individual results.**
### Self-Assessment Options

Test Feedback Options allow the instructor to control what students will see displayed when they complete a test.

#### Test Feedback

<table>
<thead>
<tr>
<th>Select the type of feedback displayed upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Score</td>
</tr>
<tr>
<td>□ Submitted Answers</td>
</tr>
<tr>
<td>□ Correct Answers</td>
</tr>
<tr>
<td>□ Feedback</td>
</tr>
</tbody>
</table>

Finally, complete the Test Presentation options and click Submit.

#### Test Presentation

<table>
<thead>
<tr>
<th>Presentation Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ All at Once</td>
</tr>
<tr>
<td>☑ One at a Time</td>
</tr>
<tr>
<td>☑ Prohibit Backtracking</td>
</tr>
<tr>
<td>☑ Randomize Questions</td>
</tr>
</tbody>
</table>

NOTE: Instructors can check a test and even take it themselves, by enrolling their ‘test student’ user account into the course and then logging in as the test student. Test student accounts are set up with an underscore character followed by the instructor’s own username, and the password is the last four digits of the instructor’s University ID. Call FCLD if you need assistance, (860) 768-4661.
Tests and the Grade Center

Instructors do not need to add a column in Grade Center for tests and surveys, as Blackboard adds one automatically when a test is deployed. Surveys will not show a grade, but a checkmark is entered to indicate student completion. By default, tests are entered with the raw score (unless you choose to display it otherwise, for example, as a letter grade). An exclamation point means the instructor needs to enter the grade. For example, if the student exceeds the time limit for a test, the grade will be an exclamation point. Instructors simply click on the exclamation point and Blackboard will open up the test or assignment from the Grade Center to allow the instructor to complete grading. Upon completing the grading, Blackboard will total the score and automatically enter the score in the grade center. For more information on managing tests and surveys in the online Grade Center, please refer to FCLD’s handout on Blackboard’s Grade Center: http://uhaweb.hartford.edu/fcld/FacultyHandouts/Grade Center.htm.

Interpreting the Grade Center

The Grade Center key provides other important information for instructors.

<table>
<thead>
<tr>
<th>Spreadsheet Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook and Pencil:</td>
<td>Test in progress, either because the student is currently working on it; because the student saved it, but did not submit it; or because a technical glitch caused the student to be ‘kicked out’ of the test before he or she was able to submit it.</td>
</tr>
<tr>
<td>Dash:</td>
<td>The test or survey has not yet been taken by the student.</td>
</tr>
<tr>
<td>Exclamation Point (green):</td>
<td>Indicates that the instructor must manually enter the grade.</td>
</tr>
<tr>
<td>Exclamation Point (yellow):</td>
<td>An error has occurred. If the instructor clicks on the question mark, Blackboard will do its best to describe the error.</td>
</tr>
<tr>
<td>Check Mark:</td>
<td>Survey completed (or you have chosen to display a grade as Complete/Incomplete).</td>
</tr>
</tbody>
</table>
**Clearing Test Attempts**

The Notebook and Pencil icon indicates two things:

1) The student is still in progress and has not yet submitted the test.
2) There was a technical glitch and the test is locked up.

If the Notebook and Pencil icon was a result of a technical glitch, the instructor can clear the attempt and have the student start over. **Check with the student before you clear the attempt, in case he or she is currently taking the test, and/or be sure to check for any saved answers. This will help you avoid deleting the student’s test results by accident.** To clear a test attempt:

- From the Grade Center, click on the chevron icon next to the Notebook icon.
- Select View Grade Details. You will see a list of the attempts the student has made to complete the test.
- Click on View Attempt to see the student’s test. Be sure to print the test if the student has any answers in it, just in case there is a dispute over the attempt. Often, the Attempt in Progress icon is due to students backing out of a test with the browser back button, or because their Internet connection was lost mid-way through the test.
- Select Clear Attempt to erase the student’s attempt.
- If the test was set up with multiple attempts, you will see all of the student’s attempts listed here, with the option to view or clear each attempt.

If you have chosen to display the test questions one at a time, individual answers will be saved automatically as the student completes the test. If this is the case, you can view the student’s attempt and grade it manually in the Grade Center – you will NOT need to clear the attempt.

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**Removing Tests**

There are three methods to “remove” tests. Usually, instructors only wish to remove the student’s access to the test, but not the grades or the test attempts. If this is the case, use the first method listed below. If your test did not allow multiple attempts, the second method is also safe.

**Method One: Changing the Test Availability (Recommended)**

If you wish to ‘remove’ the test, but preserve all test attempts and grades associated with the test in the Grade Center, change the availability of the test.

- Locate the test where it is deployed.
- Click on the chevron button and select Edit the Test Options.
- Scroll to the second section, Test Availability.
- Set “Make the Link Available” to No.

This hides the test from the students. As an alternate method, you can also change the Display After/Display Until dates so that the students no longer have access to the test after a specified date. **Be sure you have checkmarks next to the date checkboxes or test access will remain!**
**Method Two: Removing the student’s link to the test, along with test attempts**

If you wish to remove the test deployment link, and/or all test attempts, test grades associated with the test in the Grade Center, do the following:

- Find the deployed test within your course.
- Click on the chevron button and select **Delete**.
- A warning appears, along with two options (see below).

![Delete Test](image)

**Removing a Test from a content area**

Typically, you will select “Preserve scores in the Grade Center for this Test, but all attempts for this Test will be removed.”  (Think carefully: note that all test attempts will be removed!)

**Method Three: Permanently Removing a Test and Associated Test Grades**

To permanently remove a test from the **Test Manager** (not recommended) along with any grades and attempts associated with it:

- Remove the test deployment link using Method Two above.
- Go to the **Test Manager**.
- Locate the test you wish to remove.
- Click on the chevron and select **Delete**.  Confirm you wish to remove it by clicking **OK**.
- The test and all grades associated with it are removed.

**Exporting Test and Survey Results**

Both test grades and survey results can be downloaded into a spreadsheet program.  To do so:

- Enter the Grade Center from the Control Panel.
- Click on the chevron icon in the column for the test or survey you wish to download and select **Download Results**.
- Select **Comma** to create a comma-delimited file, which can be opened in Excel.
- Select how you would like the results to display in the spreadsheet:
  - **By User**, or **By Question and User**
  - **Only Valid Attempts**, or **All Attempts**
- Select **Click to download results** and save file on your local computer.
Moving Tests from Course to Course with Import

Individual tests can be exported and imported from course to course. Click on the chevron next to the name of the test to export it. The Import button is available at the top of the page in Test Manager.

![Importing Tests in the Test Manager](image)

Surveys

Surveys are created the same way as tests, but there are a few differences. Instructions for setting up surveys are outlined below:

**Creating a Survey**

- Go to Control Panel → Test, Surveys and Pools → Surveys.

**Deploying a Survey**

- Deploy the survey in a content area (e.g., Assignments) using the same Create Assessment menu used to deploy Tests.

![Deploying a Survey](image)

NOTE: Instructors may not deploy a test or survey from the Announcements Page because this is not considered a content area in Blackboard. You can add a course menu content area (button) called “Tests and Surveys” and deploy the survey there, if you wish. Blackboard will allow you to create an automatic announcement telling students where to access the test or survey. Click on the red button with the + sign above your course menu to create a new content area.
**Removing a Survey**

Instructors have two steps for removing a survey. After deployment, instructors should first remove the link to the survey in the content area, and then use the remove button in the **Survey Manager**. In other words, only when students no longer have access to a survey should an instructor remove it in the **Survey Manager** area. When you remove a survey from a content area, a warning appears, giving you the option to change your mind and cancel.

<table>
<thead>
<tr>
<th>1. Delete Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning:</strong> Deleting this content item will also delete all attempts for this Survey. Retain the Grade Center item for this Survey by choosing Preserve results below. This action cannot be undone. To prevent survey attempts from being deleted, select one of the following options below and click <strong>Confirm</strong> to delete the survey.</td>
</tr>
<tr>
<td><strong>Preserve the Grade Center item for this Survey, but delete all attempts for this Survey.</strong></td>
</tr>
<tr>
<td><strong>Delete this content item, the Grade Center Item for this Survey, all status indicators for this Survey, and all attempts for this Survey.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave as is Remove</td>
</tr>
</tbody>
</table>

**Removing a Survey from a Content Area**

**Viewing Survey Results from the Grade Center**

Surveys are not graded. Instructors are given statistical results only. The results can be downloaded to your local computer.

- Survey results are accessed through the Grade Center. Here are the steps.
  - From the Grade Center, click on the chevron icon next to the name of the survey.
  - Click on **Attempts Statistics**.
  - Review anonymous statistics in Blackboard.

**Survey Statistics: knowledge survey**

The statistics are calculated based only on the attempts being used in the grading option. If a Grade Center Item is the grading option, then all attempts are included in the statistics.

- **Name**: knowledge survey
- **Attempts**: 3 (total of 3 attempts for this assessment)
- **Instructions**
- **Alignments**

**Question 1: True/False**

- **This topic is fun.**
  - **Answers**: Percent Answered
  - **True**: 66.67%
  - **False**: 33.33%
  - **Unanswered**: 0%

**Viewing Survey Results in Blackboard**
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: (860) 768-4661
Email: fcld@hartford.edu
Website: http://uhaweb.hartford.edu/fcld/

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, and grades).

Phone: (860) 768-5999
Email: its@hartford.edu
Website: http://uhaweb.hartford.edu/its/

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Symposiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
Website: www.hartford.edu/mts