This document covers the step-by-step instructions for Blackboard Tests and Surveys.

Blackboard tests are a great way for instructors to track student progress. Instructors can create tests as quick ‘check-ins’ or longer, cumulative tests. Since Blackboard tests are essentially online tests and 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. Blackboard tests may be automatically graded and entered into Grade Center. For the purposes of this document, the word “quiz” and “test” are used interchangeably.

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.” Using Surveys is essentially the same as tests, but student results are anonymous and are not graded.

To begin creating Tests, Surveys or Pools in your course, go to Control Panel   Course Tools   Tests, Surveys and Pools.
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 Assessment button.
4. Determine test options (number of allowed attempts, time limits, etc.).
5. Make test available to students.

Creating a Test in Blackboard

Step 1: Access Test in Course Tools
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 description should be about the test itself while the instructions should be about how to take the test.
4. Click Submit. The Test Canvas (which is used to add questions) appears.
5. You can always go back to your test and use Edit to add.

Step 2: Add 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. To create tests offline in a text file, for example, to upload to Blackboard, you will need to carefully format each question. Here is a sample for a Multiple Choice question:

```
MC TABquestion text TABanswer text TABcorrect or incorrect
TABanswer text TABcorrect or incorrect
TABanswer text may be repeated for each of the answers that are part of this question type. For each TABanswer text, there must be a corresponding TABcorrect or TABincorrect.
```

We do not recommend this option as it is not as efficient as creating questions directly on Blackboard.

In addition, you may be able to upload a ‘pool’ of questions from your publisher based on the text you are using. The best way to find out is to contact your publisher representative.
Creating Test Questions
Here are the steps for creating test questions:

1. Point to Create Question.
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. Please note that the instructor should complete all question modifications in the pool before adding its questions to a block used in a test. To add a random block to your test:

1. In the Test Canvas, click Reuse Questions 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 question into your test called Random Block which appears as shown below.
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 four 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.

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**

If you are going to draw questions from a question pool to populate a test, 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 for an existing question pool:

1. From the Pool Canvas, Select Question Settings.

![Accessing Question Settings](image)

   1. Make your selections relating to Feedback, then Images, Files and Web Links.
   2. To be able to add categories, topics, etc., you must choose to enable Question Metadata.
   3. Click Submit. This adds the option ‘Categories and Keywords’ to each question. Now you can edit each question and assign it a category.
   4. Assign keywords to a question by typing them in the space provided. Adding keywords will help you when searching for questions later.
   5. To assign the question to a category, scroll down to Option 4, Categories and Keywords. Click Add to add categories, topics, levels of difficulty or keywords.
   6. Once you have added the categories, click Submit.

**Step 4: Deploying a Test or 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 and Surveys can be deployed from any content area within your course.
To deploy a Test or 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. Click Assessments 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. Fill in Test Options on the next screen. See below for details.

**Step 5: Setting Test Options and Availability**

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

1. Hover over the name, then click the arrow next to it 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.”

**Test availability options** include:

a. Making the Link Available (to students).

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

c. Multiple Attempts settings control whether students can attempt the test more than once. By default Blackboard will record only the last attempt, but you can change this in the Grade Center.

d. Force Completion makes students complete the entire test in one session.
e. **Set Timer.** The effect of **Set Timer** depends on whether you choose to turn on the **Auto-Submit** feature. With **Auto Submit** on, Blackboard closes and saves a student test when time expires, *regardless of whether a student has completed it.* If **Auto Submit** is off, test takers can continue past time limit, but Blackboard records the submission as past time.

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

g. **Password.** This is useful if you are proctoring the test in a lab or if you want to provide individual access to a test (for example, in the case of a student making up a late test).

h. You have the option of putting in a **Due Date** for showing a date in MyGrades.

i. **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.

j. **Test Feedback Options** allow the instructor to control what students will see displayed when they complete a test. Sometimes test security concerns dictate that you should show less information, while at other times more feedback can provide greater student learning.

k. Finally, complete the **Test Presentation** options. **All at Once** is recommended as this shows several questions on one screen as opposed to one question per screen. **Randomize Questions** is also a good choice.

l. **Click Submit.**

**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.

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**Tests and the Grade Center**

Instructors do not need to add a column in Grade Center for each test or survey, 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 points means the instructor needs to enter the grade after reading short answer, essay questions, etc. 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:**
Interpreting Test Information in Grade Center

Grade Center provides other important information for instructors about what stage of testing each student is in. From within Grade Center, you can access a reminder of what each icon means by clicking on the Icon Legend button, which is at the lower right hand side of Grade Center. See the circled item below.

Note: The image above shows a grade center column with two icons. The “Needs Grading” symbol, a green exclamation point, indicates that five students have completed the Chapter I Test, while the double dash indicates that one student has not yet submitted it.

Clearing Test Attempts

The Notebook and Pencil icon (Attempt in Progress) indicates one of two things:
1) The student has begun the test but has not yet submitted it.
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 downward arrow 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.

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.
• Hover over the test name, then click the arrow 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 and test grades associated with the test in the Grade Center, do the following:

• Find the deployed test within your course.
• Hover over the name of the test, then click on the downward arrow to its right. On the menu that appears, select **Delete**.
• A warning appears, along with two options (see below).

<table>
<thead>
<tr>
<th>1. <strong>Delete Test</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning: Deleting this content item will also delete all attempts for this Test. Retain the Grade Center item and scores for this Test by choosing <strong>Preserve scores below</strong>. These scores will no longer link to the Test attempts that produced the scores. This action cannot be undone. To prevent Test attempts from being deleted, hit <strong>Cancel</strong> below and make this content item unavailable rather than deleting it.</td>
</tr>
<tr>
<td>- Preserve scores in the Grade Center for this Test, but delete all attempts for this Test</td>
</tr>
<tr>
<td>- Delete this content item, the Grade Center item for this Test, all grades for this Test, and all attempts for this Test</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. <strong>Remove</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Remove</strong> to remove. Click Leave as is to leave as is.</td>
</tr>
</tbody>
</table>

Removing a Test from a content area
Typically, you will select “Preserve scores in the Grade Center for this Test, but delete all attempts for this Test.” (Think carefully: note that all test attempts will be removed!) The other choice is even more drastic, since it also deletes all grade center records associated with the test.

**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 Tests, Surveys and Pools, then Tests.
- Locate the test you wish to remove.
- Click on the downward arrow and select **Delete**. Confirm the deletion by clicking **OK**.
- The test and all grades associated with it are removed.

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**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.
- Hover over the test’s name, then click the arrow and select **Download Results**.
- Use the default download settings.
- Select **Click to download results** and follow your browser’s download instructions, then open the file in a Spreadsheet.

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**Moving Tests & Surveys from Course to Course**

Individual tests and surveys can be exported and imported from course to course.

To export a test or survey from the course you want to move it from, go to **Tests** (or Surveys) then mouse over the name. Click on the arrow that appears on the right and choose **Export**. Follow your browser’s instructions and save the file to a place where you can find it later.

To import a test or survey to the course where you want it to appear go to **Tests** (or Surveys) in that course. The **Import** button is available at the top of the page. In the Test Import screen that appears, click **Browse My Computer**, then upload the zipped test file from where you saved it and click **Submit**.
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. Make sure that you select “Available to Users.”

**Removing a Survey**
Instructors have two steps for removing a survey that has already been deployed in a course:

1. First remove the link to the survey in the content area. When you remove a survey from a content area, a warning appears, giving you the option to change your mind and cancel.

2. Go to Surveys, (in Tests, Pools and Surveys), then mouse over the name of the survey. Click the downward arrow that appears and click Remove.

**Note:** An instructor should remove a survey from the Surveys area of the course only when sure that students no longer have access to a survey in the 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, hover over the name of the survey and click on the arrow.
  - Click on **Attempts Statistics**.
  - Review anonymous statistics in Blackboard.

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**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. FCLD maintains a faculty lab, and offers faculty seminars throughout the year.

**Phone:** 768-4661  **Email:** fcld@hartford.edu  **Website:** http://www.hartford.edu/fcld/

**Information Technology Services (ITS)**
ITS Help Desk – Computing Center
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MTS maintains and installs classroom equipment, such as SMART equipment. They also deliver and set 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.

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