

Blackboard Tests and Surveys

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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 covers how to use questions from Blackboard Pools (test banks) in creating tests, but instructions on how to work with those pools and their questions 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**.

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. Remind your students to save each answer as they progress through the test to avoid losing answers. When appropriate, you can also use test settings, such as allowing multiple submissions, which can make it possible for students to recover from technical problems.

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.).

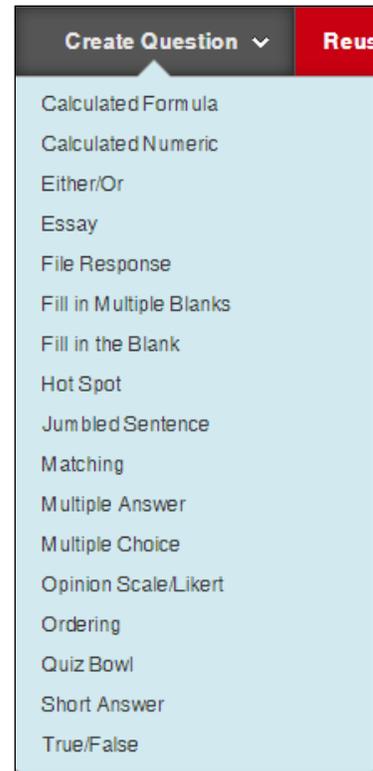
Reuse Question: Search for questions from previously created tests or pools and add them to your test. You can select which questions to use, or have Blackboard insert a random block of questions from a pool.

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**.
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**.



**Click on Create Question and
Select a Question Type**

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. 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 four random questions from this pool to each student, and each question will be worth ten points.

Creating a Question Block

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

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 open each question and assign it a category.
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.

- 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.
- Once you have added the categories, click **Submit** at the bottom of the page.

4. Categories and Keywords

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

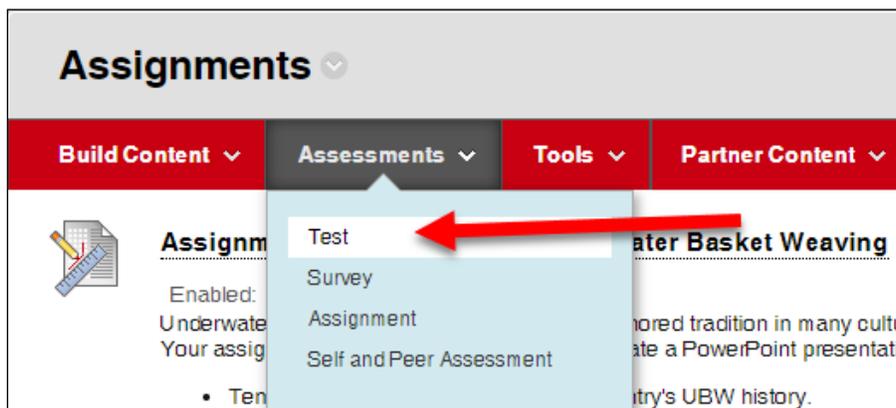
Adding Categories and Keywords

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/Surveys can be deployed from any content area within your course.

To deploy a Test or Survey, do the following:

- Select the Content Area where you want students to access the test/survey (e.g., Course Documents, Assignments, etc.).
- Point to **Assessments** on the Action Bar and select **Test** or **Survey**.



Selecting the “Test” button from the Content Area menu

- Ignore the “Create” button if you already have created a test with test questions. Instead;
- Select an “existing test” from the list provided. Click **Submit**.
- You will receive confirmation that your test was added successfully. Select **OK** in the bottom right corner of the window.

Step 5: Making the Test Available and Other Settings

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

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
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.
 Minutes
Auto-Submit
 OFF ON
*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this test.

Setting up Test Availability Options

Test availability options include:

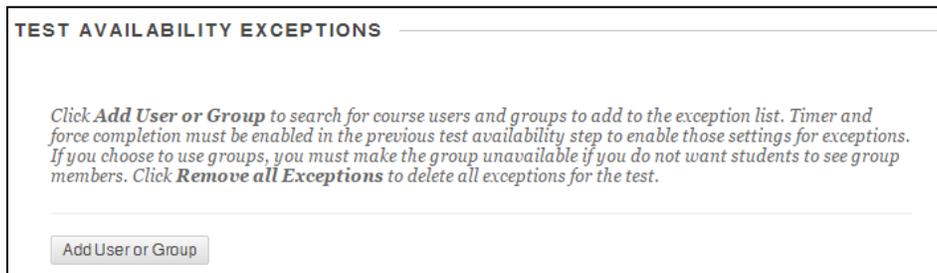
- a. Making the link available (to students).
- b. Generating an announcement about the test in the Announcements Area.

- c. **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 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. **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). **NOTE: Instructors can check a test and even take it themselves, by using the Student Preview Button (found in the upper right) of the course, next to the Edit Mode button.**

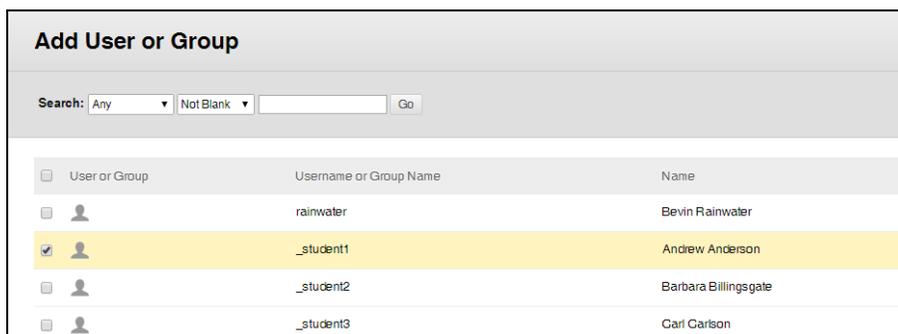


Check a Test using the Student Preview Button

Test Availability Options allow instructors to give accommodations to individual students or groups, allowing extensions or extended time on assessments.



Test Availability Options



Set users or groups allowed an exception

Set the number of attempts the student or group is allowed, as well as the date range the student(s) can access the assessment.

Name: Andrew Anderson

Attempts: Single Attempt

Availability: After: 12/20/2016 11:59 PM

Until: 12/27/2016 11:59 PM

Clear Cancel Save

Set Exception Attempts and Availability Dates

Due Date allows instructors to set a date that is marked on the course calendar and will send notifications to students. Instructors can opt to accept late work or not here.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked *Late*.

Due Date

Do not allow students to start the Test if the due date has passed. Students will be unable to start the Test if this option is selected.

Set the Due Date on a Test

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

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Self-Assessment Options

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.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission ---Choose---	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers	<input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>
After Submission One-time View On Specific Date After Due Date After Availability End Date After Attempts are graded	<input type="checkbox"/>	<input type="checkbox"/> All Answers	<input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>

Test Feedback Options

Finally, complete the **Test Presentation** options and click **Submit**.

TEST PRESENTATION

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.

Test Presentation Options

NOTE: Instructors can check a test and even take it themselves, by clicking on the **Student Preview** button in the upper right of their Blackboard course.



Check a Test using the Student Preview Button

Tests and the Grade Center

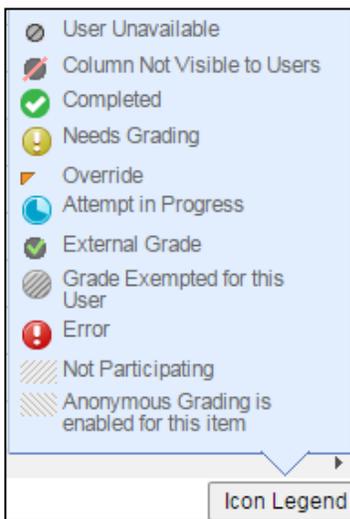
Instructors do not need to add a column in Grade Center for each test or survey, as Blackboard adds one automatically when a test is deployed. Surveys will not show a grade, but a checkmark is entered to indicate student completion.

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.

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: <https://www.hartford.edu/faculty-staff/faculty/fclد/ files/getting-started-withgradecenter.pdf>

Interpreting Test Information in Grade Center

Grade Center provides other important information for instructors about student’s testing progress. From within the 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 the Grade Center. Below is the legend, along with explanations you might find helpful.



Check Mark (in green circle):	Completed. A Survey (or assignment graded as complete/Incomplete) has been finished.
Check Mark (green):	External Grade. Always shows to students. Column cannot be removed.
Blue Circle:	Attempt in Progress. Student is either currently working on a test or a technical glitch caused the student to be ‘kicked out’ of the test finishing.
Exclamation Point (yellow):	Needs Grading. The instructor must manually enter grade.
Exclamation Point (red):	Error. If the instructor clicks on the question mark, Blackboard will do its best to describe the error.
Dash:	The test or survey has not yet been taken by the student.

Clearing Test Attempts

As noted above, the blue circle (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 blue circle 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 blue circle 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).

1. **Delete Test**

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 Preserve scores below. 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 Cancel below and make this content item unavailable rather than deleting it.

Preserve scores in the Grade Center for this Test, but delete all attempts for this Test.
 Delete this content item, the Grade Center item for this Test, all grades for this Test, and all attempts for this Test.

2. **Remove**

Click Remove to remove. Click Leave as is to leave as is.

Leave as is Remove

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.

Exporting Test and Survey Results

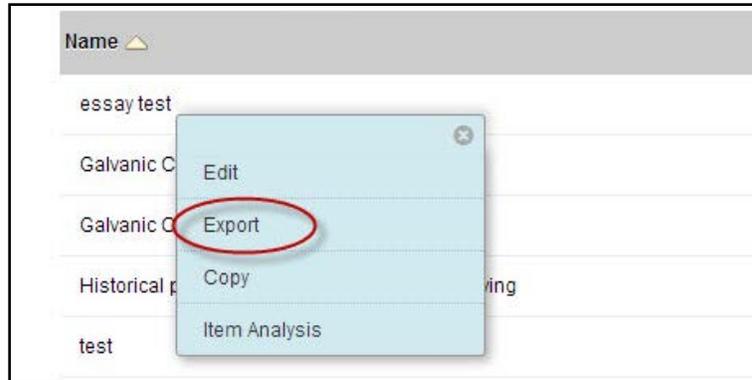
Both test grades and survey results can be downloaded into a spreadsheet program. To do so:

- Enter the Grade Center from the Control Panel.
- Hover over the test’s name, then click the arrow and select **Download Results**.
- 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 & Surveys from Course to Course

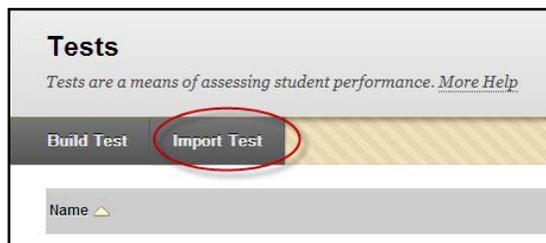
Individual tests and surveys can be exported and imported from course to course. To export a test or survey from the course you want to move it *from*:

1. Go to Tests (or Surveys) then mouse over the name of the test or survey. Click on the downward arrow that appears to the right of the title, then choose **Export**.



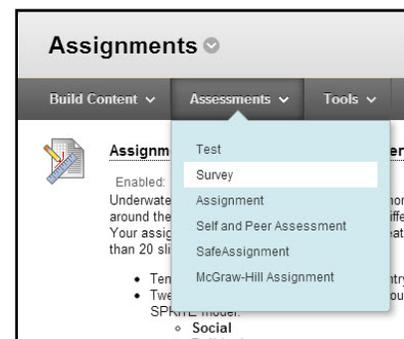
Exporting a Test

2. A dialog box will open that lets you open or save a zipped version of the file. Choose to save the test on your computer or thumb drive. Make *sure* you know what the file is called and where you are saving it.
3. Open the course where you want to place the item, then go to *Tests* or *Surveys*. The **Import** button is available at the top of the page in *Tests* as well as *Surveys*.



Importing Tests

4. 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**.



Click on Survey or Test

Blackboard Surveys

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.” 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.

NOTE: Instructors may not deploy a test or survey from the Announcements Page because this is not considered a Content Area in Blackboard.

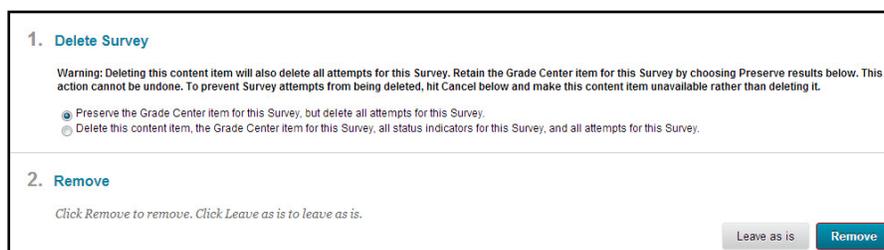
- You can add a course menu content area (button) called “Tests and Surveys” and deploy the survey there, if you wish. Click on the red button with the + sign above your course menu to create a new Content Area
- As you deploy the survey, Blackboard *will* allow you to create an automatic announcement telling students where to access the test or survey. You can also make a conventional Announcement that includes a link to the survey.

Tip: When you create the Content Area and assign it a name, 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.



Removing a Survey from a Content Area

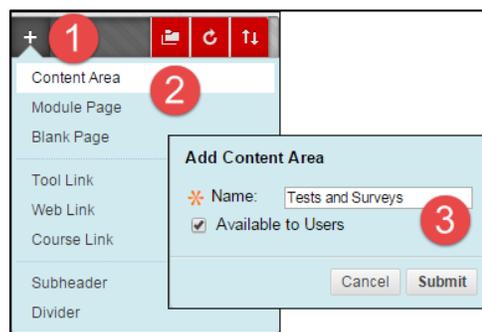
2. Go to Surveys, (in Tests, Pools and Surveys), then mouse over the name of the survey. Click the downward arrow that appears and click **Remove**.

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. Survey results are accessed through the Grade Center. Here are the steps:

1. From the Grade Center, hover over the name of the survey at the top of the grade column and click on the drop down arrow.
2. Click on **Attempts Statistics**.
3. Review anonymous statistics in Blackboard.
4. As attempts are anonymous, it is nearly impossible to see individual results without downloading to your computer as a comma delimited file (see section below).



Add Content Area

Exporting Survey Results

Survey results can be downloaded into a spreadsheet program. To do so:

1. Enter the Grade Center from the Control Panel.
2. Hover over the test's name, then click the arrow and select **Download Results**.
3. Select **Comma** to create a comma-delimited file, which can be opened in Excel.
4. 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
5. Select Click to download results and save file on your local computer.

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 and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>