

Blackboard: Tests

TLT Instructional Technology Support
Stony Brook University

(631) 632-2777
blackboard@stonybrook.edu
<http://it.stonybrook.edu>

In this document, you will learn how to:

1. Create a test.
2. Set up test questions.
3. Deploy a test so students can take it.
4. Manage Test Options.
5. View Class Test Scores.
6. View Test Statistics.
7. View Individual Test Answers and Results.

Why should I create a Test online?

Blackboard has a number of tools in their Test feature to make testing online easier for faculty. The tests can be reused semester to semester and questions can be randomized to reduce cheating. Depending on the question types used creating an online exam in Blackboard means that the system grades the exam for you. Online tests can also be used as a sample or measure of student performance at the start of class or before an exam is given.

To create a Test:

1. Enter your course by clicking its name in the **My Courses** module.
2. In the **Control Panel**, click **Course Tools**, a list of available tools will appear and you may need to scroll down. Click **Tests, Surveys, and Pools**.
3. On the right side of the screen you will see a page that will give you access to the **Test, Survey and Pools** sections in Blackboard.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

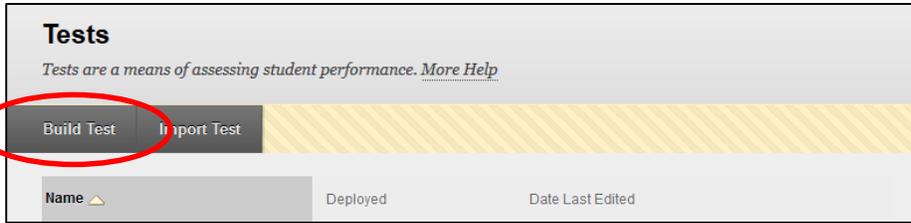
- **Tests** are assessments used to determine competencies and provide a grade.
- **Surveys** are polls and scales used to determine opinions.
- **Pools** are question banks that can be reused and used to set up tests.

Click on the link for **Tests**.

The **Tests** Page will have a list of all the tests created in the class and their status as to when they were deployed for the class to take.

If this is your first test there will be nothing in this list. At the top of the page you will have two buttons:

- **Build Test** is used to create a test and set up questions and answers in Blackboard.
- **Import Test** can be used to import a test that has been set up in a format that Blackboard can read, some book companies use these formats and you can generate them in Respondus, a test building software as well.

4. Click on **Build Test**.5. You are now on the **Test Information** page:

- This page requires that you give your new test a Name to continue creating it. The **Name** can be anything.
- **Description** is a place where you can put notes or more information for your class including chapters where the test information can be found.
- **Instructions** are a place where you can include additional test instructions; such as if the test can be taken multiple times or if there is a time limit.
- **Description** and **Instructions** will both appear at the top of the test as the student is taking it.

Once you have completed these fields click **Submit**.

6. The **Test Canvas** page is where you begin to add your questions and build your test:

- **Create Question** lets you choose from different types of questions and build your test. These types include: Multiple choice, True/False, Matching, Ordering, Hot Spot, Fill in the Blank and more.
- **Reuse Question** lets you pull questions from other tests and pools that you previously created in Blackboard.
- **Upload Questions** lets you upload test questions from book companies and Respondus that have been set up in a format that Blackboard can read.
- **Question Settings** are options that allow you to change how your test will appear, for example if you would like to have images in your questions or answers the option must be checked off in Question Settings before creating the question.

Types of Questions:

There are 17 different types of test questions, and several ways to insert them into your test.

Most questions are graded automatically, but those denoted with an asterisk (*) below must be graded manually.

1. Calculated Formula: Consists of an equation. Variable values may be set to change for each student who takes the test.
2. Calculated Numeric: A fill-in-the-blank question that must be answered with a number.
3. Either/Or: Must be answered Yes/No, Agree/Disagree, Right/Wrong, or True/False.
4. *Essay: For lengthy written answers.
5. *File Response: Like an Essay question, but instead of typing into Blackboard, students upload a file (like Word or Excel). The instructor may then download the file to their computer.
NOTE: Avoid using special characters (!, @, #, \$, etc.) in your filename (Example: Exam#3.doc) because Blackboard cannot read them properly. If you upload a file whose name contains one of these characters, Blackboard will give an error and not let you access the file.
6. Fill in Multiple Blanks: Fill in more than one blank in the same sentence or paragraph.
7. Fill in the Blank: Fill in one blank in a sentence or paragraph.
8. Hot Spot: Upload an image and designate an area which must be selected in order to answer correctly.
Example: Identify the stomach in a picture of the digestive system
9. Jumbled Sentence: Identify the correct word from a drop-down menu.
10. Matching: Match the items in column A with their counterparts in column B.
11. Multiple Answer: Similar to multiple choice, except more than one answer may be selected if applicable.
12. Multiple Choice: Select one correct answer from a group of potential answers.
13. Opinion Scale/Likert: Select an answer from a range of best to worst, most to least, etc.
NOTE: Because this question type gauges opinion, we do not recommend it for graded tests. Use it in a survey, instead!
14. Ordering: Rearrange answers into a specific order.
15. Quiz Bowl: Answers must be phrased in the form of a question, like "Jeopardy!"
16. *Short Answer: Similar to an essay question, but shorter.
17. True/False

Creating Questions:

For this section we will be creating Multiple Choice and Short Answer questions.

Multiple Choice Questions

1. Click on **Create Question**. You will see a blue box come up with the different question types available in Blackboard. Click on **Multiple Choice**.



Many of the questions on this list, Blackboard will Grade for you!

Blackboard will NOT grade:

- Essay
- File Response
- Fill in Multiple Blanks
- Short Answer

2. You are now on the **Create/Edit Question Page**. On this page you can put in the **Question Text**.

 A screenshot of the 'Create/Edit Multiple Choice Question' page in Blackboard. The page has a title 'Create/Edit Multiple Choice Question' and a subtitle 'Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. More Help'. There are three buttons: 'Cancel', 'Submit and Create Another', and 'Submit'. A note says '* Indicates a required field.' Below this is a section titled '1. Question' with a 'Question Title' field and a 'Question Text' field. The 'Question Text' field contains the text 'The author of On the Sublime is:'. A rich text editor toolbar is visible above the text field.

Under **Options** you can choose how you would like to have your questions formatted, including if you want the answers to randomize each time the test is taken and if you would like students to receive partial credit for answers.

 A screenshot of the '2. Options' section of the Blackboard question creation page. It includes a subtitle: 'If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.' There are four settings: 'Answer Numbering' is set to 'None', 'Answer Orientation' is set to 'Vertical', 'Allow Partial Credit' is an unchecked checkbox, and 'Show Answers in Random Order' is an unchecked checkbox.

3. Under **Answers** you can choose how many answers your students should pick from. Here you will also type your answers. Make sure to change the **toggle** to which answer is correct.

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1.

Remove

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, HTML, CSS.

Longinus|

4. In **Feedback** you can write a response to the answers the student chose. This is not required.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, HTML, CSS.

5. **Categories and Keywords** are not required but they are useful in tagging questions with certain criteria if you plan to reuse them in other tests.

5. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list 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"/>

6. **Instructor Notes** is a place where you can type notes to yourself about a question. Students cannot see these.

6. Instructor Notes

Instructor Notes

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7. When you have created your question and filled in the answer click **Submit**.

8. You are brought back to the Test Canvas page. At a quick glance you will see the question and correct answer. To change anything about your question or answer click on the chevron above the question and then click **Edit**.

The screenshot shows the Test Canvas interface. At the top, there are controls for selecting questions (All, None) and by type (- Question Type -). Below this are buttons for Delete, Points, Update, and Hide Question Details. A dropdown menu is open above the question, showing options: Details, Edit, Copy, and Delete. The question is titled '1. Multiple Choice: The author of On the Sublime is' and is worth 10 points. A green success message 'Success: Question created.' is displayed. The question text is 'The author of On the Sublime is:' and the answer is 'Longinus', which is marked as correct with a green checkmark. Other options listed are Horace, Pope, and Johnson.

Short Answer Questions

1. Click on **Create Question**. You will see a blue box with different question types. Click on **Short Answer**.

The screenshot shows the 'Create Question' dropdown menu. The menu is open, displaying a list of question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. The 'Short Answer' option is circled in red.

2. You are now on the **Create/Edit Question Page**. On this page you can put in the **Question Text**.

The screenshot shows the 'Create/Edit Question Page'. The question title is '1. Question'. The 'Question Text' field is active, and the text 'Discuss Plato's theory of Imitation' is entered. The text editor toolbar is visible, showing options for Paragraph, Arial, 3 (12pt), and various formatting tools like bold, italic, underline, link, unlink, and insert.

3. Under **Answer** you can put a sample of what a correct response would look like. Here you can also set what size space you would like your students to have to type in their response.

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Answer Text

Rich text editor toolbar including: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Text Color, Background Color, Undo, Redo, Link, Unlink, Text Color, Background Color, Insert Table, Insert Table of Contents, HTML, CSS.

4. **Rubrics** allow you to set up criteria for what you think constitutes a good response. **Rubrics** can be displayed to students during the test as a reminder of what constitutes a good answer and when grading you can fill out the categories of the rubric to see what score the student gained.

3. Rubrics

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students

5. **Categories and Keywords** are not required but they are useful in tagging questions with certain criteria if you plan to reuse them in other tests.
6. **Instructor Notes** is a place where you can type notes to yourself about a question. Students cannot see these.
7. When you have created your question and filled in the answer click **Submit**.

Test Canvas Page

Now that you have some questions added to your test you can begin to explore features of the **Test Canvas** page. Some of these features include setting question point value, deleting unwanted questions, and ordering questions.

Changing the point value of the questions: it can be done in two ways, individually or as a group:

- To change the point value of an individual question, **click on the points value on the right side** of the question. A blue box will come up and you can put in the corrected value and Submit the change. (You can set Extra Credit Points by checking the box next to the point value)

1. Multiple Choice: The author of *On the Sublime* is: Update Points Extra Credit

Question The author of *On the Sublime* is:

- To change the point value of a group of questions, **check the boxes next to the question and type in the changed value at the top of the screen**. Click **Update** and the point values for the selected questions will be changed.

Select: All None | Select by Type: - Question Type -

Delete Points Update

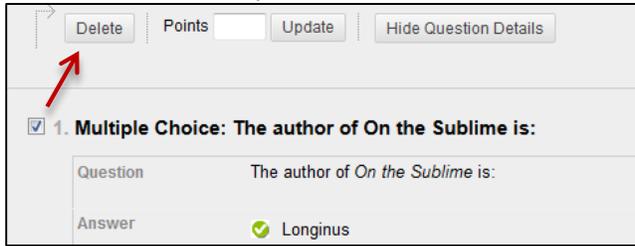
1. Multiple Choice: The author of *On the Sublime* is: Points:

Question The author of *On the Sublime* is:

Answer Longinus

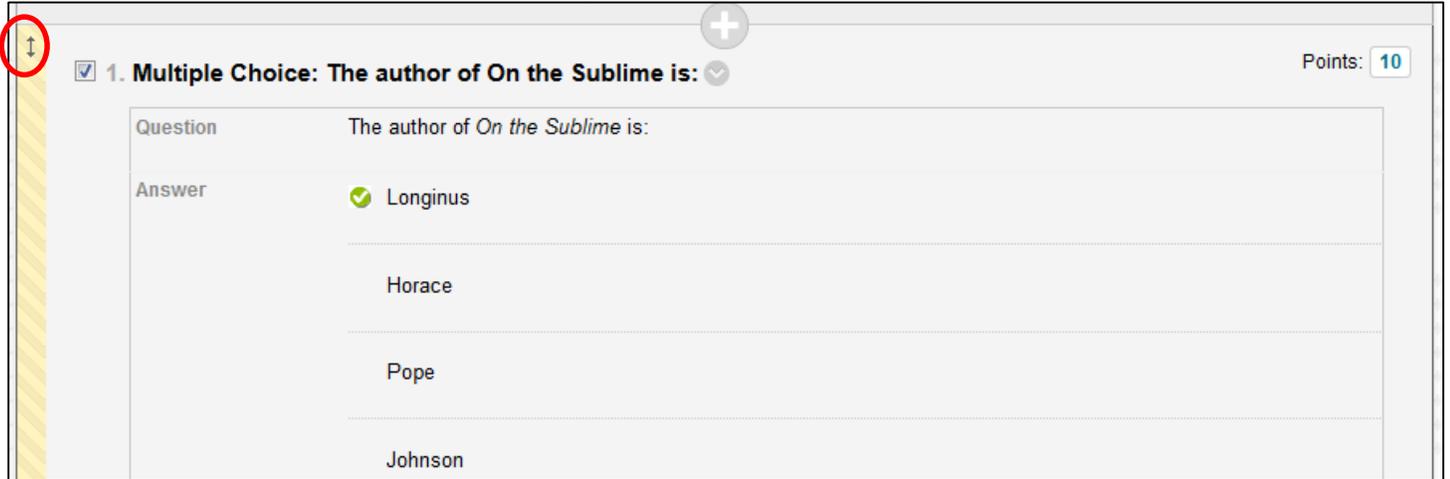
Delete a question from the Test Canvas:

check the box next to the question and click the **Delete** button.



Change the order of questions:

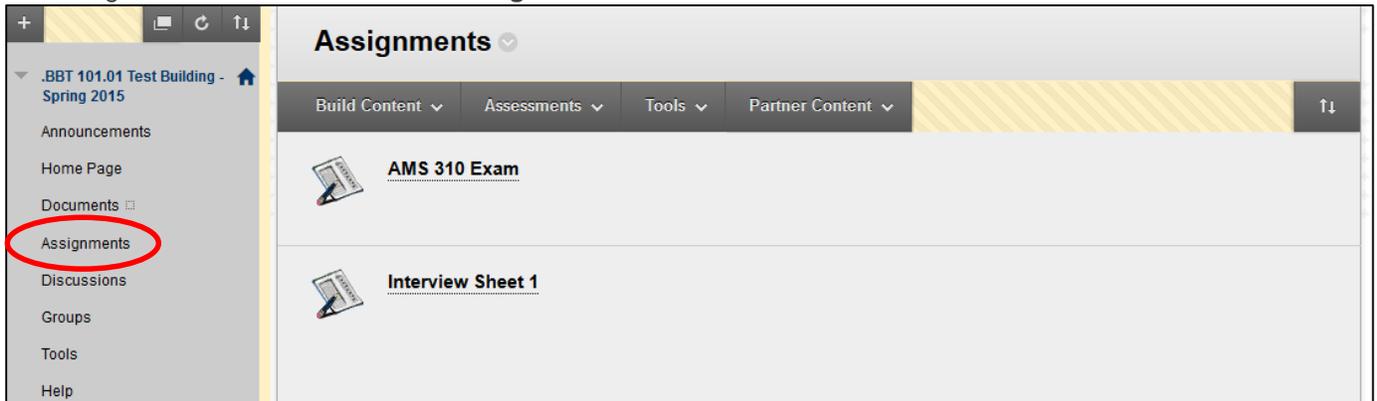
To move questions to a different order in the test move your cursor over the double headed arrows to the left over the question you wish to move. Your cursor will change and you can click and drag the question to your desired location.



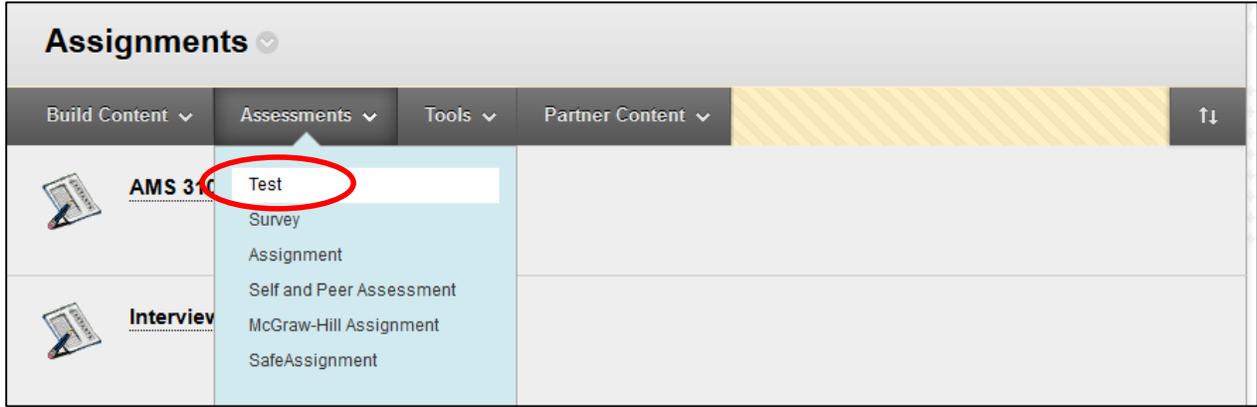
Deploying a Test

When you are finished making any changes to the appearance of your test you are now ready to deploy it. To deploy it means that we are placing it in a content area where students can access it.

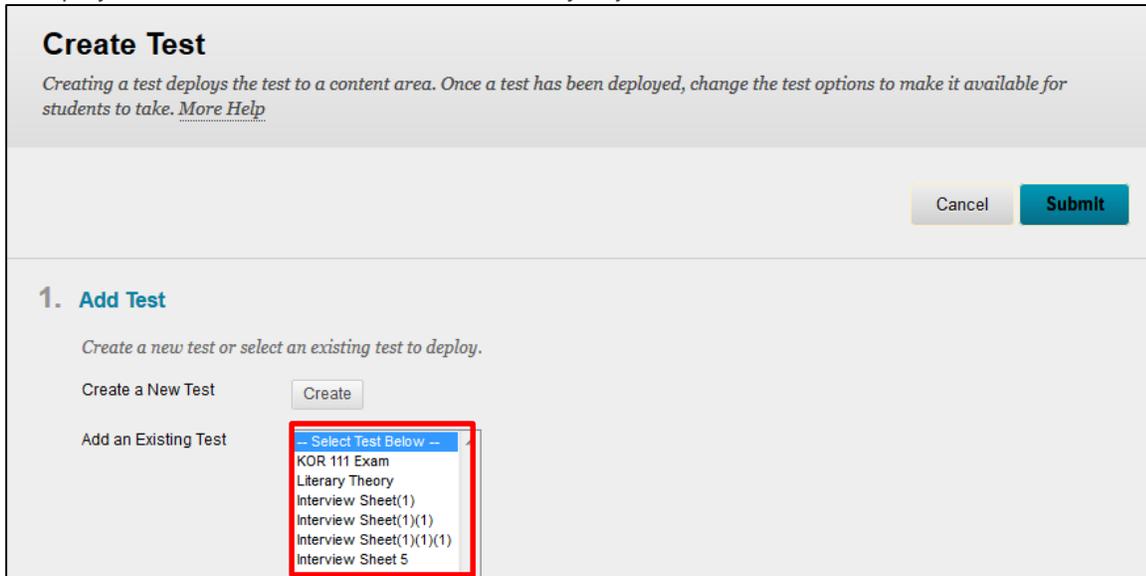
1. To deploy a test you must first enter a **Content Area**. **Content Areas** are parts of the Blackboard site that students can access and that you can post content to. Default titles for these areas in Blackboard are Documents and Assignments. Click on the link for **Assignments**.



2. At the top of the **Assignments** Page you will see a button for **Create Assessment**. When you hover over **Create Assessment** a blue menu will show and you will have the option for **Test**. Click on **Test**.



3. You are now on the **Create Test** Page. You will have an option to **Create a New Test** or **Add Test**. **Create a New Test** will bring you to the **Test Canvas** to create a test. The **Add Test** box will have a menu with all undeployed tests. Click on the Name of the test you just created in the **Add Test Box**.



4. Click **Submit**. Your test is now deployed and you will be brought to the **Test Options** page.

Test Options

Test Options are the rules and settings that control your test: how long is the test available, is there a password, how many times the student can take the test and more. By default Blackboard sets a new test as unavailable.

1. The first section of the page is the **Test Information**. Here you can change the name of the test and provide a description in the text box for your students. You can also choose if you want the test displaying within the Blackboard site or as a separate window.

1. Test Information

Name

Choose Color of Name

Content Link Description

The test will be available for one week. You will have two attempts

Path: Words:13

Open test in new window Yes No

The second section of the page is **Test Availability**. Here you can make the test available for students, add announcements for the test, allow multiple attempts, force completion and set timers. You also have the option to set a password for a test, this is useful if more time is needed for a test for ADA compliance or if a student needs to make a test up.

2. 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

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.

For successful deployment consider the following:

1. Make the link available = Yes
This will make the Test available to students as soon as you click the submit button. If you'd like the test to be available at a later time use the Display After option as well as Make the Link Available = Yes.
2. Force Completion – should be used sparingly. In case the user has accidentally closed the browser or has been booted off, the instructor would have to reset the session. Consider using the Set Timer option.

2. In the third section, Test Availability Exceptions, you can allow a student to have additional time or an extended deadline, this can also disable the force completion option. Different options will appear based on the settings you set in the Test Options above.

3. Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

- Click on Add User or Group to pull up a class roster and list of your groups. Check the box next to the individuals or groups that you want to set an exemption for then click Submit.

Add User or Group

Search:

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input checked="" type="checkbox"/>		Pippi Longstocking	Pippi	Longstocking

- You will return to the test options page and see the options available for you to set next to the individual's name or the group name.

Name	Attempts	Timer	Availability
Pippi Longstocking	Multiple Attempts <input type="text" value="2"/>	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit	

- Under Attempts you can set if they should have a single attempt or multiple attempts and how many.
 - Under Timer you can set the amount of time the student has and if the test is set to be automatically submitted.
 - Under availability you can set the extended availability dates for your students to access the test.
 - Click the "x" to delete the student from the exception list.
3. In the fourth section, **Due Date**, you can set the test so that any tests completed after the date and time specified are marked as late by the system. It is important to set the time as well as the date. **NOTE:** This will send out emails to all of your students indicating that the deadline has passed, this includes students who have completed their assignment.

4. 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

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

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.

4. The fifth section **Self-assessment Options** allows you to set up options for if this test is being conducted as a student's self-assessment and keep the score separate from other grades and keep the scores from the instructor.

5. 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.

5. The sixth section **Show Test Results and Feedback to Students** allows you select which type of feedback you would like your students to receive upon completing the test. You can set up to 2 rules

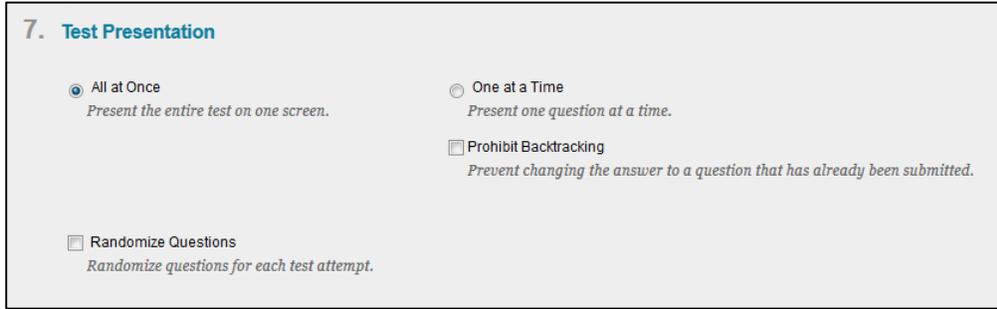
6. Show Test Results and Feedback to Students

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.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
-----Choose-----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- Under **When** you can set the timing for when students are allowed to access information about their tests, when they are completed.
 - **After Submission** – After a student submits their test.
 - **One Time View** – Once a student completes their test they have one opportunity to look at this information.
 - **On a Specific Date** – After a specific date the students can see answer responses and feedback.
 - **After Due Date** – If you set a due date above, once this date passes the students have access to their responses and feedback.
 - **After Availability End Date** – If you set an availability end date, once this date passes the students will have access to their results.
 - **After Attempts are Graded** – Once attempts are graded the students have access.
- Checking **Score Per Question** will show the students how much each question was worth.
- Under **Answers** you have different options to allow what students can view.
 - **All Answers** – Shows all possible answers to a question.
 - **Correct** – Shows the correct answer to a question.
 - **Submitted** – Shows the answer the student submitted to a question.
- Checking **Feedback** shows any feedback that you have added to questions.
- Checking **Show Incorrect Questions** will show the students the questions they answered incorrectly.

6. The seventh section is **Test Presentation**, which affects how the students see the actual test when they are taking it.



One way to prevent cheating is to randomize the questions.

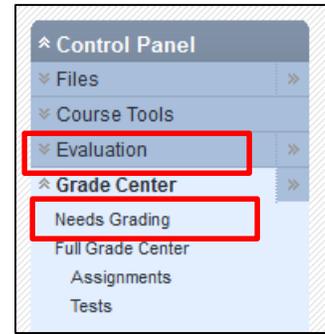
Is the test timed? Presenting the questions all at once may be the way to go so students can answer the easier ones first.

7. Click **Submit** to complete your test and you are finished! You have created and deployed your test.

Viewing Class Test Scores:

For this section we will be viewing the class test scores.

- Under the **Control Panel**, click on **Grade Center** then Click on **Full Grade Center**.
- A spreadsheet view of all your enrolled students and assignments will appear. Look for the name of your test in the column headers. You may need to scroll to the right to see the column.
- Under the header the students results will populate as they take the test. If the test is self-grading their score will appear in the box. If their test is not self-grading (Short answer and Essay type questions are not self-grading) you will see a green exclamation point indicating the assessment has been completed. If the test is in progress you will see a pencil and notepad symbol indicating the test is in progress.



	Last Name	First Name	Course Comme	World History
<input type="checkbox"/>	Longstocking	Pippi	--	16.00
<input type="checkbox"/>	Skywalker	Luke	--	--

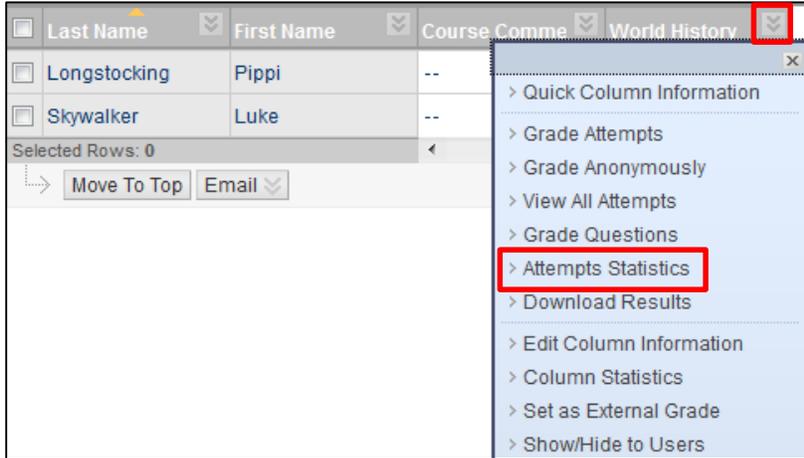
Selected Rows: 0

Viewing Test Statistics:

For this section we will be viewing the class test statistics.

- Under the **Control Panel**, click on **Grade Center** then Click on **Full Grade Center**.
- A spreadsheet view of all your enrolled students and assignments will appear. Look for the name of your test in the column headers. You may need to scroll to the right to see the column.

3. In the header click on the Chevron button to the right of the title. In the menu click on **Attempts Statistics**.



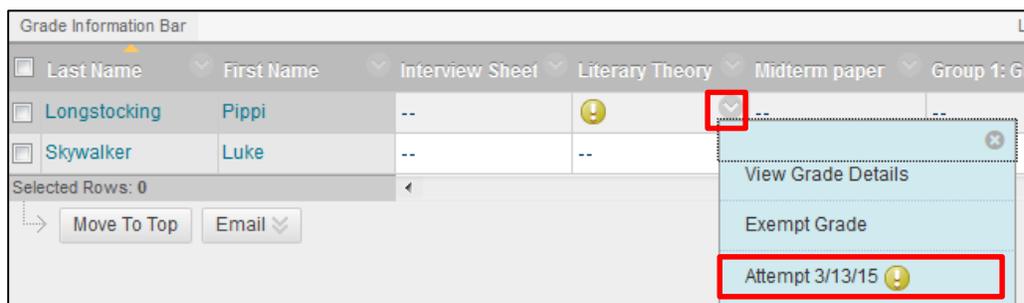
4. This view will pull up a summary view of student questions and responses to question. You will see the question and across from it you will see the answers and how many students in the class responded to each question.

Test Statistics: World History	
The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics.	
Name	World History
Score	16
Attempts	1 (Total of 1 attempts for this assessment)
Graded Attempts	1
Attempts that Need Grading	0
Instructions	
Alignments	
Question 1: Multiple Choice	Average Score 1 points
Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?	
Correct	Percent Answered
Donatello	0%
Leonardo da Vinci	0%
Giotto	0%
<input checked="" type="checkbox"/> Michaelangelo	100%
Unanswered	0%

Viewing Test Results:

For this section we will be viewing individual test results.

1. Under the **Control Panel**, click on **Grade Center** then Click on **Full Grade Center**.
2. A spreadsheet view of all your enrolled students and assignments will appear. Look for the name of your test in the column headers. You may need to scroll to the right to see the column.
3. Once you have found the correct column scroll down to the student you wish to review and move your mouse cursor over the cell containing their grade (for an auto graded test) or the Needs Grading Icon (for short answer and essay questions). A chevron will appear to the right of their score click on it. In the blue menu click on **View Attempt (Date)**.



- 4. This view will pull up an individual student's results and responses. From this view you will be able to grade Essay and Short Answer type questions and correct the points received for a question, for example if the question answer was incorrect or unclear when the test was distributed.

Question 2: Short Answer - out of 10 points

Discuss Plato's theory of Imitation

Given Answer: Art is imitation of things that we have seen before.
Correct Answer: [None]

Response Feedback:



Type the grade you wish to assign or change here. Click **Submit** to complete.