

## Creating and Administering Tests and Quizzes

Blackboard allows you to create both individual tests and pools of questions that you can import into tests. Using question pools, you can create tests by randomly selecting questions from a pool.

### Getting Started

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Tests**. This area is the equivalent of the Blackboard 8 **Test Manager**. Here you will see a list of all of your tests, date last edited, and whether or not the test is deployed. Be sure to click the Edit Paging button (bottom right) or **Show All** to show additional screens if your course contains a lot of tests.
- To create a new test, start by clicking **Build Test**. Enter a name, description, and instructions. (To modify an existing test, select **Edit** from the drop-down menu to the right of the test's name.) Click **Submit**.
- Click **Question Settings** for options. **Question Settings** is where you can set default options that will show up when you're creating individual questions; for example, the ability to add feedback for individual answers, include images, external links, etc. (Most other options are "on" by default.) You can also specify a default point value that gets entered for each question automatically.

In Blackboard 9.1 you can enter feedback or all possible answers. (Blackboard 8 allowed only one feedback message for all "wrong" answers. To enable this feature, select **Provide feedback for individual answers** in **Creation Settings**.)

### Adding questions

You can add questions in different ways:

- Add **new questions** by selecting the question type from the **Create Question** menu.
- To add questions from your **question pools and other assessments**, select **Find Questions** from the **Reuse Question** menu. Browse for questions using the available criteria.

- **Random Blocks.** To add a **Random Block** of questions from your Pools, select **Create Random Block** from the **Reuse Question** menu. Select the pool from which to add the questions and specify the question types, the number of questions to import, and the point value of each question. You can create any number of random blocks in a single test, drawing questions from a different pool for each random block.

For example, if you had a pool of 100 multiple choice questions and wanted to create a 100-point quiz with 10 questions, you could create the quiz so each student gets 10 questions randomly selected, each worth 10 points.

- Another option is to add a **Question Set**, a group of questions that you select individually and which can be presented in random order. (This differs from random blocks because random blocks typically are drawn from larger question pools with no instructor selection of the actual questions.)

### ***Entering the questions***

- Follow the screen prompts to enter questions, point values (if you did not add a default point value in *Creation Settings* or specified a point value when adding a Random Block), and feedback. Be sure to indicate the correct answer on objective-type questions. You can enter a model answer on short answer and essay questions. Click **Submit**.

Note that you have the option of adding extra credit questions (their point value is not included in the total point value for the test). (To make a question extra credit, click in the **Extra credit only** box.)

- The drop-down menu to the right of the question type for each question includes four options: **Edit** (the question), **Delete**, (the question), **Create Question Above**, and **Create Question Below**.
- To re-order questions, click and drag the up-and-down arrow on the left of the question and release it in the new question position.
- Continue until you have added all of your questions. Finally, click **OK** and the test will be saved in the **Tests** area.

### ***Deploying a Test (making it available for students to take)***

1. Click on the course menu link for the content area to which you want to add the test.

2. Make sure **Edit Mode** is clicked **ON**. Select **Test** from the **Create Assessment** menu.
3. Select the test from the **Add Test** menu (only tests that you have not yet deployed will be listed). Click **Submit**. This opens the **Test Options** menu.

### ***Setting test availability and testing options***

1. Make the test available in the **Test Availability** area. Clicking **Yes** for **Make the Link available** creates an active link to the test in this content area. (Clicking **No** removes the link and makes the test unavailable.) You can also create an announcement to alert students to the availability of this assessment.
2. Follow screen prompts for other options:
  - If you *allow multiple attempts*, you can decide which grade should be recorded. *After completing all settings on this page and submitting, you will need to:*
    - Go to the **Grade Center**.
    - Select **Edit Column Information** from the pull-down menu to the right of the column name for this test.
    - Select an option from the **Score attempts using** pull-down menu. (Options are: lowest, highest, average, last attempt, or first attempt)
  - By *forcing completion*, you are turning off the option to take a test in multiple “sittings”. Students will not be able to save their work and continue at a later time. *However, forcing completion prohibits students from accessing the test again should they experience technical glitches such as a lost internet connection and increases the chances that you will have to clear their attempt.*
  - You might want to set a *time limit* if you are concerned that students will look up answers using books and notes. The elapsed time appears on the student’s screen and a warning appears as the time limit approaches. (The student is not “cut off” if the time limit is exceeded; rather, the elapsed time is recorded with the student’s submission and the test will not be graded.)
3. Set the **Display After** and **Display Until** dates and times using the calendar and clock icons. (Be sure that you also click **Yes** for **Make the Link Available**, as above.)
4. Setting a Password is an additional way to limit access to a test.
5. Finally, set **Self-Assessment**, **Feedback**, and **Presentation** options. Presenting the test **All at Once** is recommended over presenting questions **One at a Time**. **Randomize**

**Questions** presents the same test questions in random order for each student. (This is different than a **Random Block**, in which each student receives a random sample of items from a pool.)

6. Click **Submit**. The test appears in the content area where you posted it. The student will go to this area and click on the link to take the test. *Remind students to click **Submit** to send their completed test to you, not **Save**.*

### ***Editing the content of a test***

1. In the course menu, click on the content area where the test is located and find the test in the list of items in this area.
2. Select **Edit the Test** from the drop-down menu to the right of the test's name.

### ***Editing test options (how the test is deployed)***

1. In the course menu, click on the content area where the test is located and find the test in the list of items in this area.
2. Select **Edit the Test Options** from the drop-down menu to the right of the test's name.

### ***Viewing students' test results***

Either a grade or a green exclamation mark icon appears in the **Grade Center** when a student submits a test. (A grade appears if all questions are graded automatically, as in the case of multiple choice, etc. A green ! icon appears if the test includes short answers and essays, requiring you to grade the responses manually.)

Pull down the menu next to the icon and select **View Grade Details**. Click **Open Attempt**.

You will be able to see all of the students' responses, the amount of time it took the student to complete the test (if you set a timer), and the points automatically entered for questions that Blackboard grades. You can change the points given by Blackboard in this screen for ambiguous questions or when the student makes a good case for an alternative answer.

For essay and short answer questions, the student's response is given. Read the response and enter feedback in the **Response Feedback** box. Enter the number of points earned.

When finished, click **Submit**.

### ***Clearing a student's attempt***

Online testing is subject to technical glitches. Common problems include Internet connections timing out or otherwise disconnecting and tests not submitting properly when students click the **Save and Submit** button. You may have to “clear” students’ attempts, allowing them to re-take and re-submit the test.

- An icon appears when a student is locked out of a test. Pull down the menu next to the icon and select **View Grade Details**. *Do not clear attempts unless you hear from the student that he/she had difficulty.*
- Click the **Clear Attempt** button.

### ***Copying tests from one site to another***

You can copy all of your tests from one Blackboard site to another by using the **Course Copy** option in the **Control Panel**. Refer to instructions for Transferring Course Material from Previous to New Blackboard Sites and follow the instructions for the appropriate version(s) of Blackboard. When selecting the content to copy, check only **Tests, Surveys, and Pools**. *You will have to deploy the tests by adding them to content areas.*

### ***Exporting and importing tests***

You can export individual tests from one course site and import them into another course site.

#### **Exporting a test**

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Tests**.
- Select **Export** from the drop-down menu to the right of the test that you want to export.
- When prompted, **Save** the .zip file to your local disk. The file name will be in this format:

**Test\_ExportFile\_45489\_P\_111\_test1.zip**

- Do not unzip or otherwise modify this file or it will not import correctly.

#### **Importing a test**

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Tests**.
- Click **Import Test** and then **Browse for Local File** and select the test export file (.zip file).
- Click **Submit**.

- The import is confirmed with the message “The package has been processed...” Click **OK**. The imported test appears as the last item in the **Tests** list.

### **Creating Question Pools**

Creating Question Pools allows you to maintain a test bank from which you can select questions at random. You can create the questions in Blackboard yourself or import them from a publisher’s proprietary test software (such as TestGen or EZTest.) Question pools are often included in course cartridges specific to your textbook that you can install using a download key that you get from your publisher representative.

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Pools**. This area is the equivalent of the Blackboard **Pool Manager**. Here you will see a list of all of your pools and date last edited. Be sure to click the **Edit Paging** button (bottom right) to show additional screens if your course contains a lot of pools.
- To create a new pool, start by clicking **Build Pool**. Enter a name, description, and instructions. (To modify an existing pool, select **Edit** from the drop-down menu to the right of the pool’s name.) Click **Submit**.
- Click **Question Settings** for options. **Question Settings** is where you can set default options that will show up when you're creating individual questions; for example, the ability to add feedback for individual answers, include images, external links, etc. (Most other options are "on" by default.)
- You can add questions in different ways:
  - Add **new questions** by selecting the question type from the **Create Question** menu.
  - To add questions from your **question pools and other assessments**, click **Find Questions** and browse to find the questions you wish to add.
- Follow the screen prompts to enter questions, correct answers, and feedback. Click **Submit** after entering all necessary information for each question.
- To re-order questions, click and drag the up-and-down arrow on the left of the question and release it in the new question position.
- Continue until you have added all of your questions. Finally, click **OK** and the test will be saved in the **Pools** area.

### ***Copying pools from one site to another***

You can copy all of your pools from one Blackboard site to another by using the **Course Copy** option in the **Control Panel**. Refer to instructions for Transferring Course Material from Previous to New Blackboard Sites and follow the instructions for the appropriate version(s) of Blackboard. When selecting the content to copy, check only **Tests, Surveys, and Pools**.

### ***Exporting and importing pools***

You can export individual pools from one course site and import them into another course site.

#### **Exporting a pool**

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Pools**.
- Select **Export** from the drop-down menu to the right of the pool that you want to export.
- When prompted, **Save** the .zip file to your local disk. The file name will be in this format:

**Pool\_ExportFile\_12376\_A\_111\_pool1.zip**

- Do not unzip or otherwise modify this file or it will not import correctly.

#### **Importing a pool**

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Pools**.
- Click **Import Pool** and then **Browse for Local File** and select the pool export file (.zip file).
- Click **Submit**.