

Create a Test (Quizzes or Exams)

- Blackboard uses a tool called Tests for creating online quizzes and exams. Students take the quiz or exam online and they are graded online. The question options include fill in the blank, matching, multiple answer, multiple choice, short answer, and true/false. Some of these can be automatically graded by Blackboard, and others will need to be graded by you.
- By default, questions are set to be worth 10 points each. After you create your test, you can edit those. E.g., true/false questions are easier to guess, so those might carry fewer points than, say, short answer. Instructions for editing your tests are on the last page.
- To create a test in Blackboard, there are three main steps:
 - A. Create the test**
 - B. Add questions to the test**
 - C. Deploy the test** (make it available to students).

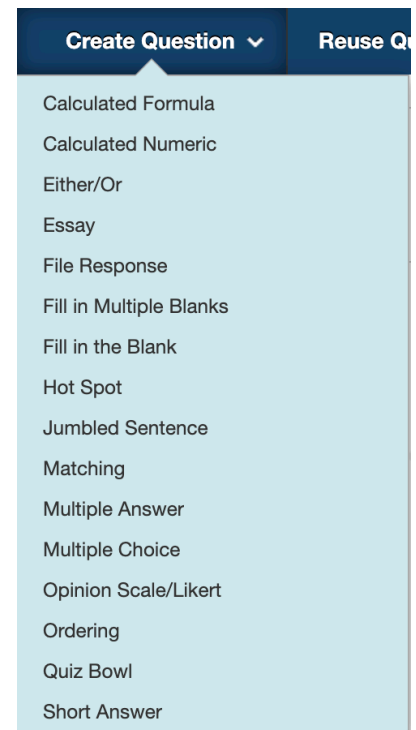
Below are the basics of these three steps, using a few of the most commonly used question types as examples. You can add others as needed.

A. Create the test

1. Click Quizzes/Exams in the course menu at left.
2. Click Assessments, then select Tests.
3. Click Create.
4. Type a name for your test (this is the name of the link students will click to take the test). Add a description and instructions if desired.
5. Click Submit.

Blackboard takes you to the screen where you can add questions. Click Create Question for a drop-down menu of the question types.

For each question, you have a variety of options, but obviously at a minimum you must type at least the question and the answer or answers (areas noted with an orange asterisk).



B. Add questions to the test

Add a fill in the blank question

1. Click Create Question and select Fill in the Blank.
2. In the question box, type your question along with a typed underline (hold down the Shift key and the hyphen key) where needed.
3. In the answer area provided, type the correct answer.

If you leave “exact match” in the drop-down menu at left, students must type the answer exactly as you have to be marked correct. Or, use the drop-down and select “pattern match” so if students inadvertently misspell the word (but still type the right answer), it’ll be marked correct. You can also enforce correct capitalization using the check box at right.

4. Click Submit.

Add a multiple choice question

1. Click Create Question and select Multiple Choice.
2. In the question box, type your question.
3. In the options area, you can have your answers appear numbered and vertical or horizontal. You can also have the answers appear in random order (this helps prevent cheating).
4. Type your answers in the boxes provided. Note that you can have more than four possible answers. Make sure the radio box is checked next to the correct answer.
5. Type feedback that students can see (after the exam) whether they’ve answered correctly or incorrectly in the boxes provided.
6. Click Submit.

OPTIONS

If partial credit is allowed, each incorrect answer can specify

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

Add a multiple answer question

- This is just like multiple choice but there is more than one correct response, making it harder for students to simply guess the right answers by process of elimination. E.g., a nursing professor might ask, “Which of the following three symptoms are associated with the flu?” out of eight possible answers.
1. Click Create Question and select Multiple Answer.



2. In the question box, type your question. Type **[MULTIPLE ANSWER: Select more than one correct response]** after your question so students know it's not multiple choice.
3. In the options area, you can have your answers appear numbered and vertical or horizontal. You can also have the answers appear in random order (helps prevent cheating).
4. If you select partial credit, after you type the answers, you need to click the Update Partial Credit % box so Blackboard can calculate how many points are allotted for each of the correct responses.

ANSWERS

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

Number of Answers

4

Update Partial Credit %

5. Type your answers in the boxes provided. Note that you can have more than four possible answers. Make sure the radio box is checked next to *each* of the correct answers.
6. Type feedback that students can see (after the exam) whether they've answered correctly or incorrectly in the boxes provided.
7. Click Submit.

Add a short answer question

1. Click Create Question and select Short Answer.
2. In the question box, type your question.
3. You can change the size of the answer box that students see; the maximum number of rows is 6.
4. If you type an answer to provide an example of a correct response, students do not see this when taking the test.
5. Click Submit.

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

3

- When you're done adding all of your questions, click the Ok button at the very bottom right of the screen.

C. Make the test available to students

1. Before deploying the test to students, think about where you want it located for them. You may want students to click on Quizzes/Exams and find it there. Or you may want to place it in Content, such as in one of your content folders like the folder for your current

chapter or unit. Navigate to where you want your test to appear first, and then do the following.

2. Click Assessments, then Tests.
3. Where it says Add an Existing Test, highlight the test you want to add.
4. Blackboard will bring you to a page where you can set all of the test options you'd like. Some notes:

a. **Test Availability:** You must click Yes, or students cannot access the test.

b. **Multiple Attempts:** You can let students take the test once or multiple times before the due date and time and set how you want those attempts graded, e.g., highest grade, last attempt, average of all attempts.



Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts 2

Score attempts using Highest Grade

c. **Set Timer:** Setting the number of minutes students have to take the test is one way to help deter cheating. Given the content of the test plus the number of questions, determine how much time students reasonably would need to complete the test. (That is, if they don't study and have a certain amount of information committed to memory, they shouldn't be able to complete the test in time.)

d. **Display After / Display Until:** Set your due dates and times as appropriate. (Remember that if the Test Availability above is set to No, students won't be able to see the test—even within your display times.)

e. **Test Availability Exceptions:** Here you can give students time-and-a-half if needed. Click Add User or Group, select the student(s) from the roster, and click Submit.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course availability step to enable those settings for exam members. Click **Remove all Exceptions** to d*

Click the calendar icon below Availability and set the new due dates and times needed for each student.

Add User or Group





f. **Due Date:** Set your test's due date & time and decide if you want students to be able to start the test after that due date & time.

- g. **Show Test Results and Feedback:** Decide when you want to students to be able to see their test results and any feedback you've entered in their My Grades area.

Most faculty select On Specific Date or After Due Date; if you select After Submission, a student can take the test then send the correct answers to another student.

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. If selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

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

If you check All Answers, Correct, and Submitted, students can go to their My Grades area, after the test is graded, and see their original test—with how they answered, the correct and incorrect answers, and any feedback you've entered.

- h. **Test Presentation:** You can have the questions presented all at once or one at a time. Some faculty prefer one at a time to prevent students from printing the entire exam and sharing it with others.

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


Randomize Questions
Randomize questions for each test attempt.

You can also set the exam to present the questions in random order. This can help deter cheating; e.g., if a student texts a friend to ask “What did you put for question 5?” each student will have a different question 5 on their screen.

5. Click Submit.

HELPFUL HINTS:

- Once you've created and deployed your test, you may wish to edit your test content and/or edit your test options. Navigate to your test, then hover your cursor just to the right of the name of the test. You'll see a drop-down icon appear.

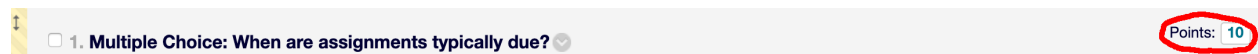


Quiz 1 Syllabus ▼

Availability: Item is hidden from students.
 Complete and submit this quiz after reviewing all materials in the Syllabus folder.
 fundamental course policies and procedures. (Hint: One of the answers is found i

- To edit the content of the test, such as its name, the number of points for each question, or the questions and answers themselves, select Edit the Test. This takes you back to the original test. Again, hover your cursor just to the right of any title—the name of the test or any question heading—to see the drop-down menu and click Edit.

To change the points for any question, click the number in the Points area to the far right of each question heading, change the number, then hit Enter. When done changing all of the points you need to change, click Okay at the bottom right of the screen.



1. Multiple Choice: When are assignments typically due? ▼ Points: 10

- To edit the test options, hover your cursor to the right of the test name and select Edit the Test Options. This takes you to the test options screen where you can make any revisions and click Submit when you're done.
- Keep in mind that in an online environment, all quizzes and exams—by definition—are open book and open internet. To avoid creating a facile learning environment for students, this means that assessments need to change.

This doesn't have to mean a lot of extra work on your end!

For example, multiple choice can still be used, but it's better if you revise at least some of them so you're asking application questions (e.g., the choices reflect how the information would be *applied*).

In disciplines where some information really does have to be memorized, try converting to multiple answer questions to make it more challenging. Or add more multiple choice questions (with the test timer on) to better ensure students really know the material.

- Blackboard will automatically score all of the questions that can be automatically scored (true/false, multiple choice, fill in the blank, and the like). You will need to click into your Grade Center (in the Course Management panel at the bottom left of the course menu), then Needs Grading, to manually grade questions like short answer.