



Center for Teaching and Learning

Blackboard Tests and Surveys 2009

Table of Contents

<u>Assessment Area</u>	2
<u>Types of Questions</u>	3
<u>Creating Tests or Surveys</u>	3
<u>Question Pools</u>	3
<u>Modifying the Test</u>	5
<u>Test Availability</u>	5
<u>Survey Manager</u>	7
<u>Creating Surveys</u>	7
<u>Adding Surveys to the Content Area</u>	7
<u>Respondus</u>	8
<u>Important Information about Blackboard Tests and Quizzes</u>	9
<u>Want to Learn More?</u>	10

Blackboard Tests & Surveys

**** Before using online tests in your course, please review the IMPORTANT INFORMATION ABOUT BLACKBOARD TESTS AND QUIZZES in this handout and communicate these issues to your students before assigning online tests or quizzes. ****

Assessment Area

Instructors use Blackboard tests and surveys to test student knowledge, measure student progress, administer self-assessments, and gather information from students.

There are seven main sections to the Assessment area in your Blackboard course control panel:

1. **Pool Manager** - The Pool Manager allows Instructors to store questions for repeated use when creating tests, quizzes, and surveys. Instructors can create new questions to include in pools and add questions that have been created in other tests or pools. Instructors can import and export question pools to share their question pools with other instructors or use them in other Blackboard courses.
2. **Test Manager** - This section allows the user to create and modify tests, name the tests and provide information about the test for the student. Tests permit the instructor to assign point values to each question on exams or quizzes. When a student completes a Test, it is submitted for grading and the results are recorded in the Grade Center. The Test Managers also allows for importing and exporting to the instructor's local computer, much like the Pool Manager.
3. **Survey Manager** - This section allows the user to create and modify surveys, name the surveys and provide information about the surveys for the student. These surveys are NOT assigned a point value or letter grade. These are useful for polling, evaluation, and assessment of knowledge that is not graded. Similar to the Test and Survey Managers, it is possible to import/export information to the instructor's local computer.
4. **Grade Center** - The Grade Center posts all student grades associated with Tests and Assignments. The Grade Center also accommodates scores for essay questions and grades for work completed outside of the Blackboard Learning System. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Grade Center.
5. **Course Statistics** - Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific student's usage to determine if students are actively using the Course. The report appears in the form of graphical charts.
6. **Performance Dashboard** - Dashboard is an assessment tool that allows instructors to see key information and outcomes for all course users. The Performance Dashboard displays the last time each user logged in, their course role, Adaptive Release criteria, Review Status for content items, and grades. Instructors can sort the information using multiple criteria.
7. **Early Warning System** - The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. In addition, the instructor has control over the message each time a warning is communicated. The Instructor can use the default message or modify it to more accurately communicate the seriousness of the situation.

[Click here to return to the top of this document](#)

Types of Questions

There are multiple types of question formats you can use on tests and surveys:

- Multiple Choice
- True/False
- Fill in the Blank
- Multiple answer
- Ordering
- Matching
- Short Answer/Essay (not automatically graded)
- Hot Spot Questions - Students indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
- File Response/Upload Questions - Student answers the question by uploading a file.
- File in the Blank Questions
- Multiple Fill in the Blank Questions
- Opinion Scale/Likert Questions
- Either/Or Questions
- Jumbled Sentence
- Quiz Bowl Questions - The student is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, i.e. who, what, or where, to be marked as correct. Partial credit may be given if the question word is not included in the answer.
- Calculated Formula - Include calculations within the question. The calculations can have changing values within them for each exam.
- Calculated Numeric – The answer is a number or within a certain range of numbers.
- Random Block
- From Question Pool or Assessment

[Click here to return to the top of this document](#)

Creating Tests or Surveys

There are multiple options for creating test and survey questions in Blackboard. Instructors can create tests or surveys:

- Directly within a content area (i.e. Assignments, Course Documents).
- From the Test or Survey Manager area of the course Control Panel.
- Using the Pool Manager area of the course Control Panel.
- Using Respondus to upload questions from an existing file.

With slight variations, the way you create the assessment is the same whether you first create a pool, or whether you create a test directly within a content area or the Test Manager.

Question Pools

A question pool is an optional tool used to organize questions. All questions created in a pool are accessible for future use within your Blackboard course container or may be imported into another Blackboard container.

Creating a Question Pool

Creating a pool is recommended if you anticipate having several questions and would like to use all questions in subsequent classes or create random tests from a single pool. A pool can also be exported as a zip file and imported into another Blackboard course container. Follow the steps below to create a question pool.

Step 1: Click **Control Panel**.

Step 2: Click **Pool Manager**.

Step 3: Click **Add Pool**.

Step 4: Type in a name for the Pool. (This is a required field.)

Step 5: Type a description of the pool, provide instructions then click Submit. You are now in the Pool Canvas area.

Pool and Test Canvas

You add test questions the same way whether you are adding questions from the pool or test canvas. The Pool and Test Canvas area allows the instructor to add questions of different types, and also to choose settings for options that appear with the questions. Creation Settings allows the instructor to:

- Provide feedback for individual answers within the test or survey.
- Add images and files to questions and answers, and categories, keywords, and URLs to questions.
- Add default point values to questions. This option is not available in the Pool Canvas but should be used when deploying your test within a content area or within the Test Manager area. The default point value is 10 points. Make sure to change the default point value before adding your questions or you will need to change the point value of each question individually. Also, questions may be marked as extra credit only. When creating a test question, click the box marked "extra credit" underneath the question's point value.

Steps to Add Questions

Step 1: Click the pull-down menu and select the type of question (e.g., multiple-choice, true/false, etc.) and click **Go** (see below).



Pool Canvas

Add Question:

Step 2: Fill in appropriate information regarding the question including the correct answer(s) and optional feedback fields.

Step 3: Click Submit.

Step 4: Repeat these steps until all questions are entered.

Step 5: Click Ok to exit this screen.

Creating a Test from a Question Pool

Step 1: From the Control Panel, select the **Content Area** (Assignments, Course Documents, etc.) where you would like your students to find the test.

Step 2: Click **Add Test** from the content area's toolbar (see below). The instructor has the option to create an entirely new test, or load a test that has already existed within the course container.



Step 3: Click the **Create** button next to Create a new test.

Step 4: Enter the name, description and instructions and click Submit. You are now taken to the **Test Canvas** area.

Step 5: Click on the **Creation Settings** to set the default points for your questions before adding your questions.

Step 6: Select the **From a Question Pool or Assessment** option from the pull-down menu and click **Go**.

Step 7: Locate your pool and choose your question types and click the **Search** button.

Step 8: Select the questions you wish to include in this test or click the **Select All** option.

Step 9: Click Submit and then Ok. You should receive a message that the test was successfully added and you will automatically be brought to the Modify Test Page.

Modifying the Test

Step 1: Click the **Modify the Test Options** link.

Step 2: This will bring you to the **Test Options** page where you can make the test available to students, choose test feedback options, and control the test presentation. The Test Options area allows you to manage:

Test Information, Test Availability, Self-assessment Options, Test Feedback & Test Presentation Options

Test Availability

Under Test Availability there are several options for making the test visible:

1. Click **Yes** next to **Make the link available**. This will make the test visible until No is clicked.
2. Select Yes for *Add a new announcement for this test* if you want an announcement automatically added to the announcement page.

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

3. By clicking **Allow Multiple Attempts** the student is able to take the test several times. Assessments may be set to allow unlimited attempts or a specific number of attempts. Also, the Grade Center includes an Override field so that the instructor can override the score independent of any attempts.
4. **Force Completion:** Optional
5. **Set Timer:** Optional

6. **Display after** allows the instructor to make the test unavailable over a certain number of days. Leave Do you want to make the test visible? On Yes, and choose the dates for display. Click **Display Until** to choose an end date and time.
7. By clicking **Set Password** the student must enter a password before being allowed to take the test. All students use the same password to enter the test, the instructor cannot issue separate passwords for each student in the class.

[Click here to return to the top of this document](#)

Self-Assessment Options

Self-Assessment is available in two forms, allowing the instructor and student to view the grade, or only allowing the student to view the grade. In each case, the grade is not included in the final score for the student.

Test Feedback

The instructor is able to set the amount and type of feedback that is provided to the student either during the test or holding all the feedback until all questions are answered. (See the Test Feedback screenshot below for a detailed list of feedback options.)

Also, the submission report verifying that a student has submitted his test successfully now includes more details, including the date/time of submission. Instructors may ask students to print this as proof of submission.

Test Presentation

The instructor is able to control how the questions are presented.

Presentation Modes:

All at Once option presents the entire Test on one screen.

One at a Time – Presents one question at a time

Prohibit Backtracking – Prevents changing the answer to a question that has already been submitted.

When all options are chosen to satisfaction, click **Submit**.

Make a Test Available at a later date/modifying the test options

Step 1: Click Control Panel.

Step 2: Click the Content Area where the test appears (e.g. Course Documents) and locate the test to be made available and click **Modify**, found on the far right of the screen.

Step 3: Click **Modify** the test options and select a date underneath Test Availability. Please make sure you have also clicked the box to the right of the date you select.

Step 4: Click **Submit**.

Modify a Test

Test questions can be modified after they are created, to change the question itself or the answers.

Step 1: Click **Control Panel**.

Step 2: Click **Test Manager** or select the Content area where the test is deployed and locate the test to modify and click **Modify**, found on the far right of the screen.

Step 3: Locate the question you would like to change and click **Modify**, found on the far right of the screen and make appropriate changes, click **Continue** and **Submit**.

Steps for Exporting a Question Pool

After creating a Question Pool, it can be exported as a zip file for use in other course containers.

Step 1: Click **Control Panel**.

Step 2: Click **Pool Manager**.

Step 3: Locate the pool to be exported and click **Export**, found on the far right of the screen.

Step 4: A new window will appear. Click **Save** and save the zip file in the appropriate area. (The Firefox browser will automatically save the file to the desktop)

Steps for Importing a Question Pool

After creating a zip file and exporting a question pool from another course container, the instructor can import that question pool into a course container.

Step 1: Click **Control Panel**.

Step 2: Click **Pool Manager**.

Step 3: Click **Import**.

Step 4: Click **Browse** next to the Pool to Import field.

Step 5: Choose the appropriate file and click **Open**.

Step 6: Click **Submit**.

[Click here to return to the top of this document](#)

Survey Manager

A survey records answers anonymously, cannot give feedback, cannot be graded, and will not be associated with a student's name. The instructor will know that a student has taken the survey, but will not know which student. This option may be valuable for course evaluations or polling of students when anonymity is desired.

Creating Surveys

Surveys are created using procedures similar to tests. As with creating a Test, you will need to select the Content Area you would like to source the survey. Once you are in the screen for this category, you will need to open the drop down box located on the far right hand side of the screen and select **Survey**. You will then be directed to the **Add Survey** Screen. As with creating a test, click **Create** and enter in information about the survey in the next screen. You may also use the Pool Manager to create your survey questions.

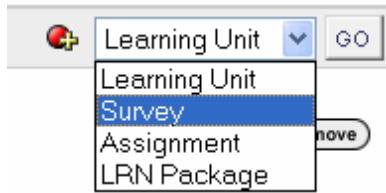
Adding Surveys to the Content Area

Once your survey questions have been created within the Survey Manager or Pool Manger, you will need to deploy the survey within the content area where you would like your students to access the survey. As with tests, you can also create your survey directly within a content area.

Steps to Deploy Survey

Step 1: Click on the Content area within the Control Panel where you want to make the survey available.

Step 2: Click on the **Survey** option from the far right pull-down menu and click the **Go** button. (See image below)



Step 3: Click the **Create** button or select an existing survey.

Step 4: Click **Submit**.

Step 5: Add questions and modify the survey options the same way as when creating a test.

[Click here to return to the top of this document](#)

Respondus

The University of Denver has obtained a campus-wide license for the Respondus software. Respondus is a third party tool that enhances the functionality and usability of Blackboard's exam and survey tools. Respondus easily converts an existing quiz or exam to a Blackboard quiz.

Standard Format for Importing Questions into Respondus

Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The document must be organized and saved as a Rich Text Format (.rtf) or a Standard text (.txt) format before it can be imported into Respondus.

The Standard Format for multiple choice questions has both required elements and optional elements, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Required Elements (Multiple Choice)

Each question must begin with a question number, followed by either a period "." or a parenthesis ")".

Example: 3)

Example: 3.

Question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: 3) Who determined the exact speed of light?

Example: 3. Who determined the exact speed of light?

Each answer must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: 3) Who determined the exact speed of light?

a. Albert Einstein

b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi

For imports into a Quiz/Test file, **correct answers** can be indicated in two ways.

Option 1: You may place an asterisk (*) directly in front of the answer category (do not put a space between the asterisk and the answer category).

Example: 3) Who determined the exact speed of light?

a) Albert Einstein

b) Albert Michelson

- c) Thomas Edison
- d) Guglielmo Marconi

Option 2: The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text appearing after the answer list will be ignored.)

Example: Answers:
 1. A
 2. C
 3. B
 4. B

Source: Respondus Help Topic – March 17, 2004

How to access the Respondus software

Visit the building blocks page on the **Courseware Faculty Advisory Board Portfolio** (<http://portfolio.du.edu/cfab>) and select the **Building Blocks** tab to download the license and access additional information. (Note: you must log into the Portfolio to access the Respondus download.)

Additional information about the Respondus software and the Respondus Test Bank Network (a free service that allows instructors to download publisher test banks) is available at www.respondus.com.

[Click here to return to the top of this document](#)

Important Information about Blackboard Tests and Quizzes

Make sure to share the following important guidelines with students regarding online tests and quizzes in Blackboard.

WebCentral

We recommend that when taking Blackboard tests or quizzes, students login directly to Blackboard at <http://blackboard.du.edu>. Students can also able increase their timeout in WebCentral to a longer timeframe, which should also prevent this problem.

Wireless

Students should not use the wireless network when taking online exams.

Save

Student should Save their test every 5-10 questions during the exam. **Note:** Do not click the Save button next to each question, scroll down and click the Save button at the bottom of the page.

Back button

Students should NOT click the Back button on their browser while taking an exam in Blackboard. We also recommend that instructors refrain from using the one question at a time format as this format tends to cause problems.

Other Recommendations

You may want to create a practice quiz in Blackboard before assigning a graded quiz. A computer infected with Spyware is a common problem with online tests and quizzes. If a student reports a problem with their computer, suggest that they take it to the DU helpdesk to be scanned for spyware before they take the online test or quiz. Do not use online tests for "high stakes" tests and quizzes.

Want to Learn More?

Instructor Support Options:

- [DU Bb Instructor Support](#)
This web page provides important information about teaching with Blackboard at DU
- [Tutorials & Handouts](#)
This page includes tutorials on many important Blackboard topics including How to Create a Faculty Homepage, Assignment Manager, Grade Center, and more. You will also find PDF handouts
- [Knowledge Base](#)
Have a Blackboard question? Use the Knowledge Base to find the solution
- E-mail: blackboard@du.edu
- Click on the Manual button in your course Control Panel
- Call the Center for Teaching & Learning at 303.871.2084 with questions about Blackboard or to schedule one-on-one Blackboard training.

Student Support Options:

- Blackboard Support website - <http://ctl.du.edu/support/blackboard/Students>
- E-mail: support@du.edu
- Click on the Blackboard Manual under Tools on the main course menu
- Call the Helpdesk at 303.871.4700.

Educational Technology Resources:

DU Portfolio Community (<http://portfolio.du.edu>)

All DU students, instructors and staff may use DU Portfolio Community to create electronic portfolios. Contact the Center for Teaching & Learning at x12084 or email portfolio@du.edu to schedule an orientation or download a user guide from the Resources portfolio.

DU CourseMedia™ (<http://coursemedia.du.edu>)

DU CourseMedia™ is a course media management system that helps instructors organize and present media materials (images, video and audio). Instructors can create media galleries that can be accessed by their students online. Instructors have access to large collection of art and world history images, library reserve videos and audio works. Contact the Center for Teaching & Learning at x12084 or email ctl@du.edu to request an orientation to DU CourseMedia™.

Microsoft Office Applications

Visit the UTS training web site (<http://www.du.edu/uts/training/>)