



Create an Assessment (Test)

Blackboard
Version 9.1

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Surveys

Surveys are not graded; they are a means of gathering information for Students.

Pools

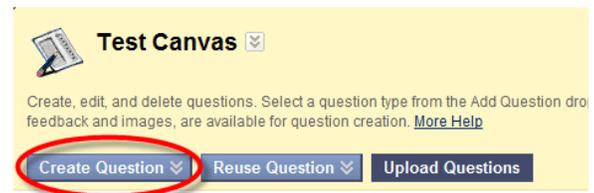
Test Questions can be added into Pools so that they can be stored for repeated use. Pools act like repositories for sets of questions. Pools can be imported into and exported for reuse.

Questions in Pools are linked to Tests or Surveys when they are added to the Test or Survey. Pool questions are only presented to Students when they are included in a Test or Survey.

Create an Assessment (Test)

There are two types of assessments you can create: Tests (graded) and Surveys (not graded). There are two ways to create an assessment: within Blackboard or Outside of Blackboard.

1. To create an assessment within Blackboard, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel choose **Tests, Surveys, and Pools** under Course Tools.
2. Once in the Tests, Surveys, and Pools page select the type of assessment you wish to create; hereafter Test will be the assessment described (*the instructions are the same for Surveys and for creating question Pools*).
3. In the Tests page, choose Build Test from the Action Bar and when the Test Information page pops up, enter the Name, Description and Instructions of the test you are creating, and then select **Submit** to go to the next step.
4. Next, in the Test Canvas page, decide what type of question you would like to create from the drop-down menu of the **Create Question** button on the Action Bar to create a question.
5. Though each type of question has varying instructions, they have the same basic steps.
 - In step 1 you enter the Question Text and Point Value.
 - In step 2, you select the various Options built into the question.
 - In step 3 will have you entering in the Answers.



- In step 4 you can provide Feedback for both right and wrong answers to your students.
- In step 5 you can vary the complexity of your test, Categories and Keywords, if you wish.
- The last step will have you selecting **Submit** to finish the current question you are building.

6. *Repeat this question formulating process to create your test within Blackboard.*

Import a Test

To import an Assessment that has been created outside of Blackboard it is best to first make sure the file you are uploading matches the format that Blackboard will accept. You can upload a test that contains many different types of questions. Each of these question types in the file to be uploaded must conform to their specific structures (see the question types below); Each field in the file must be separated by a tab and each row must be a separate question.

Multiple Choice

'MC' TAB question text (TAB answer text TAB 'correct' or 'incorrect')
Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

Multiple Answer

'MA' TAB question text (TAB answer text TAB 'correct' or 'incorrect')
Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

True/False

'TF' TAB question text TAB 'true' or 'false'

Essay

'ESS' TAB question text TAB [example]
Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.

Ordering

'ORD' TAB question text (TAB answer text)
Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.

Matching

'MAT' TAB question text (TAB answer text TAB matching text)
Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will

randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

Fill in the Blank

'FIB' TAB question text (TAB answer text)

Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

File Response

'FIL' TAB question

Numeric Response

'NUM' TAB question TAB answer TAB [optional] tolerance

Short Response

'SR' TAB question TAB sample_answer

Opinion/Likert Scale

OP TAB question

Multiple Fill-in-the-Blank

FIB_PLUS TAB question TAB variable1 TAB answer1 TAB answer2 TAB variable2
TAB answer3

The format consists of a list of variable-answers where each variable answer is composed of the variable name and a list of correct answers for that variable. Variable-answers are delimited by an empty field.

Jumbled Sentence

JUMBLED_SENTENCE TAB question TAB choice1 TAB variable1 TAB choice2 TAB
TAB choice3 TAB variable2

The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.

Quiz Bowl

QUIZ_BOWL TAB question TAB question_word1 TAB question_word2 TAB phrase1
TAB phrase2

The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

Directions

1. Once the Test file you would like to import matches the necessary format, make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel choose **Tests, Surveys, and Pools** under Course Tools.
2. In the Tests page, choose **Import Test**. Click browse for Local File to locate the file either on your computer or Browse for Content Collection item in the Content Collection.
3. Select **Submit** to upload.
4. Once uploaded, the questions can be manipulated within Blackboard (including removing duplicate questions, if needed).

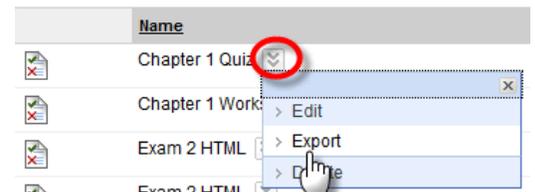
**If there is an error in a question within the file, it will not be uploaded (all questions without errors will be uploaded).*



Export a Test

You can export assessments that have been imported into Blackboard as well as Assessments created in Blackboard.

1. To export an assessment, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel choose **Tests, Surveys, and Pools** under Course Tools.
2. In the Tests page, find the assessment you would like to make changes to and select **Export** from the drop-down menu next to the title of the assessment.
3. If exporting to your computer, make sure to save it to where you can easily find it again.



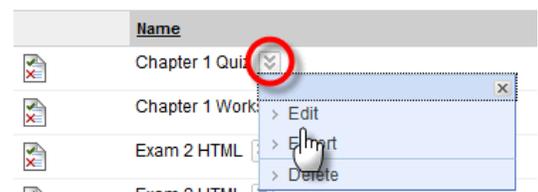
Edit a Test

You can edit assessments that have been imported into Blackboard as well as assessments created in Blackboard.

1. To edit an assessment, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel choose **Tests, Surveys, and Pools** under Course Tools.
2. In the Tests page, find the Assessment you would like to make changes to and select **Edit** from the drop-down menu next to the title of the assessment.

If this Assessment is being or has been taken a

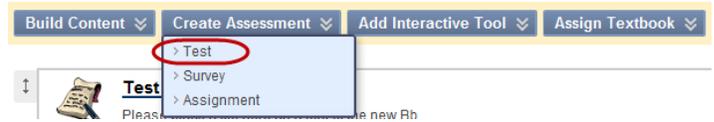
Warning page will pop up telling you make only textual changes to existing fields.



3. If the Assessment has yet to be taken you can add, modify, and remove questions as you wish. After you are finished, select **OK**.

Make a Test Available

1. To make an Assessment available, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then go to the Content Area in which you would like to deploy your assessment.
2. Once in the Content Area of your choice, mouse over the Evaluate button on the Action Bar and select **Create Test** from the drop-down menu.
3. In the Create Test page, select the Test you would like to make available and select **Submit** to go to the Test options page to modify the Test Information, Test Availability, Self-Assessment Options, Test Feedback, and Test Presentation. Last, select **Submit** to finish.



Delete a Test

You can delete assessments that have been imported into Blackboard as well as assessments created in Blackboard.

1. To delete an assessment, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel choose **Tests, Surveys, and Pools** under Course Tools.
2. In the Tests page, find the Assessment you would like to remove to and select **Delete** from the drop-down menu next to the title of the assessment. *If this Assessment is being or has been taken the Delete option will not be available.*
3. If the Assessment has yet to be taken, once you select Delete from the drop-down menu, a window will pop up stating: *This item will be deleted. Confirm?* Select **OK** to delete. *If you created an Announcement for the Test you just deleted make sure you delete that as well.*

