

Blackboard: Tests

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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.

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.

The screenshot shows the 'Tests, Surveys, and Pools' page in Blackboard. The page has a yellow header with a book icon and the title 'Tests, Surveys, and Pools'. Below the header, there are three sections: 'Tests', 'Surveys', and 'Pools'. The 'Tests' section is circled in red. The 'Tests' section contains the text: '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.' The 'Surveys' section contains the text: '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.' The 'Pools' section contains the text: '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.

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**.

The screenshot shows the 'Tests' page with a yellow header. Below the header, there is a text box with the text 'Tests are a means of assessing student performance. [More Help](#)'. Below this text box, there are two buttons: 'Build Test' and 'Import Test'. The 'Build Test' button is circled in red. Below the buttons, there is a table with columns for 'Name', 'Deployed', and 'Date Last Edited'.

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

The screenshot shows the 'Test Information' page with a yellow header. Below the header, there is a text box with the text 'Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)'. Below this text box, there is a red asterisk icon and the text '* Indicates a required field.' To the right of this text are 'Cancel' and 'Submit' buttons. Below this, there is a section titled '1. Test Information' with a sub-section 'Name' containing a text input field with the text 'Literary Theory'. Below the 'Name' field is a 'Description' section with a rich text editor. The text editor has a toolbar with various options like 'Normal', '3', 'Arial', 'B', 'I', 'U', 'abe', 'x₂', 'x²', and 'Text Editor is: ON'.

- 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:

The screenshot shows the 'Test Canvas: Literary Theory' page with a yellow header. Below the header, there is a text box with the text 'The Test Canvas allows instructors to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test before deploying it to users. [More Help](#)'. Below this text box, there are four buttons: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. Below the buttons, there is a form with fields for 'Description', 'Instructions', 'Total Questions 0', and 'Total Points 0'. Below the form, there is a text box with the text 'Select a question type from the Create Question drop-down list.'

- **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.

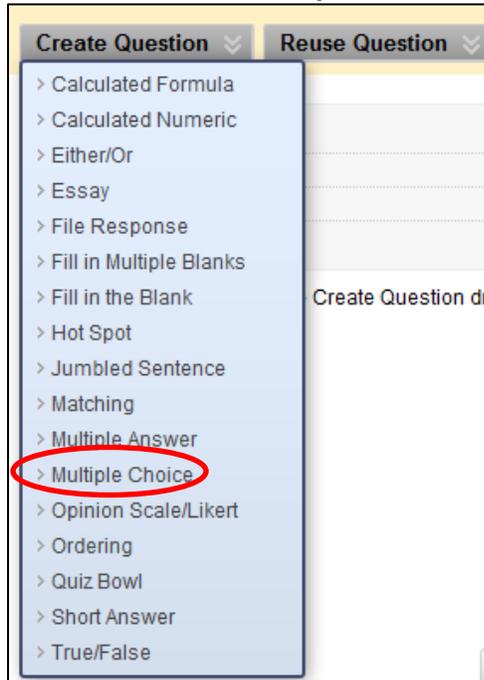
1. Calculated Formula: Consists of an equation. Variable values may be set to change for each student who takes the test.
2. Calculated Numeric: A fill-in-the-blank question that must be answered with a number.
3. Either/Or: Must be answered Yes/No, Agree/Disagree, Right/Wrong, or True/False.
4. *Essay: 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 Blackboard 'Create/Edit Multiple Choice Question' page. The page has a yellow header with the title 'Create/Edit Multiple Choice Question'. Below the header, there is a description: 'Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 20 answers can be added to the question. [More Help](#)'. There are 'Cancel' and 'Submit' buttons. A section titled '1. Question' contains a 'Question Title' field and a 'Question Text' field. The 'Question Text' field is a rich text editor with a toolbar and contains the text: 'In what year did Terry Eagleton's "Literary Theory: An Introduction" first appear?'.

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 editor. It contains several settings:

- 'Answer Numbering' is set to 'None'.
- 'Answer Orientation' is set to 'Vertical'.
- 'Allow Partial Credit' is an unchecked checkbox.
- '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.

Text Editor is:

Normal Arial **B** *I* U *abc* x_2 x^2

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

Text Editor is:

Normal Arial **B** *I* U *abc* x_2 x^2

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

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 a question titled "1. Multiple Choice: In what year did Terry Eagleton's 'Li...". The question text is "In what year did Terry Eagleton's 'Literary...". The answer is "2011", which is marked as correct with a green checkmark. Other options are "1983", "1984", and "1908". A dropdown menu is open above the question, showing options: "Details", "Edit", "Create Question Above", "Create Question Below", "Copy", and "Delete". The "Edit" option is highlighted. Below the question, there are controls for "Select: All None", "Select by Type: - Question Type -", and buttons for "Delete", "Points", "Update", and "Hide Question Details".

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, showing 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 highlighted with a red circle. The "Reuse Question" dropdown menu is also visible, but its options are not shown.

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 page has a header "1. Question". Below the header, there is a "Question Title" field. The "Question Text" field is active, and the text "According to Eagleton, what does his book try to demonstrate about a body of literary theory?" is entered. The text editor toolbar is visible, showing options for font size (3), font face (Arial), bold (B), italic (I), underline (U), and other formatting options. The "Text Editor is: ON" status is also visible.

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

Text Editor is: ON

Normal Arial **B** *I* U **ab** x_2 x^2 [List] [List] [List] [List] [List] [List] [List] [List]

Path: [body](#)

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

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.

<input type="checkbox"/>	1. Multiple Choice: What year did Terry Eag	Update Points: <input type="text" value="10"/> <input type="checkbox"/> Extra Credit <input type="button" value="Cancel"/> <input type="button" value="Submit"/>
Question	What year did Terry Eagleton's "	
Answer	<input checked="" type="checkbox"/> 1983	

- 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.

<input type="checkbox"/>	1. Multiple Choice: What year did Terry Eagleton's "...	Points: <input type="text" value="10"/>
Question	What year did Terry Eagleton's "Literary Theory: An Introduction" first appear?	
Answer	<input checked="" type="checkbox"/> 1983	

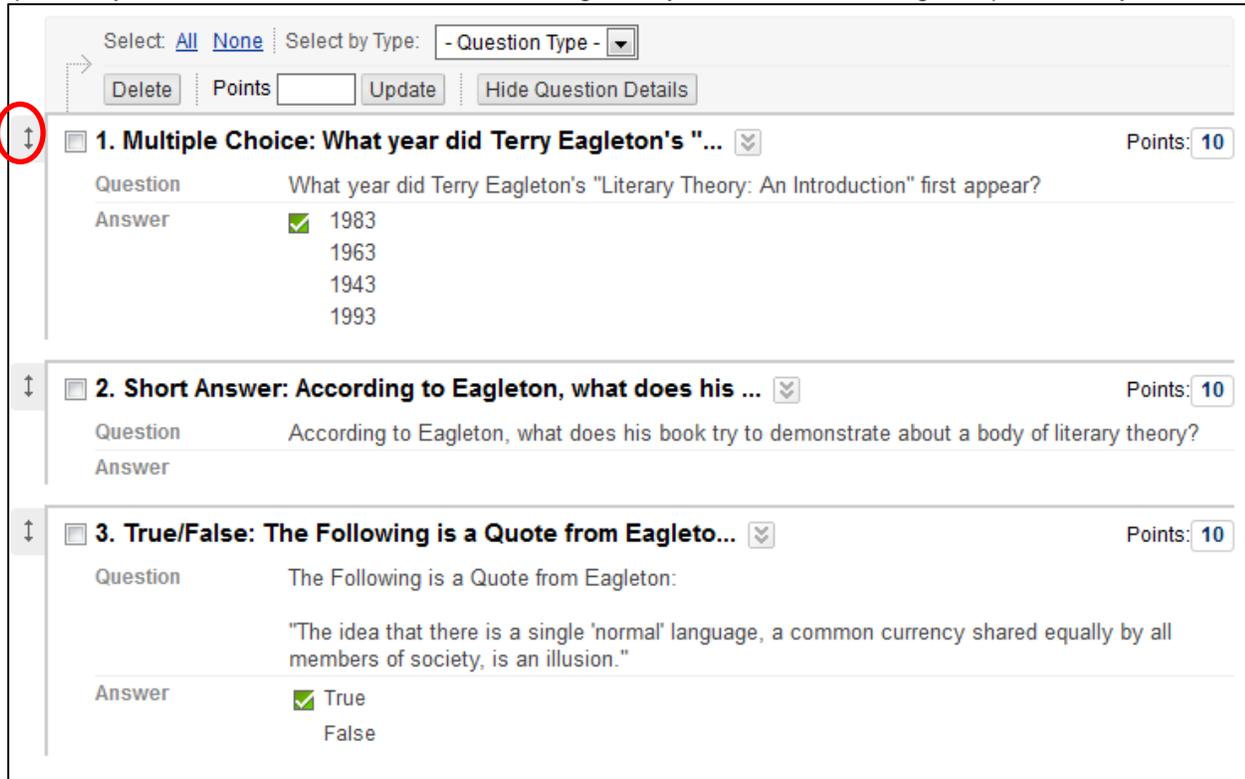
Delete a question from the Test Canvas:

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



Change the order of questions:

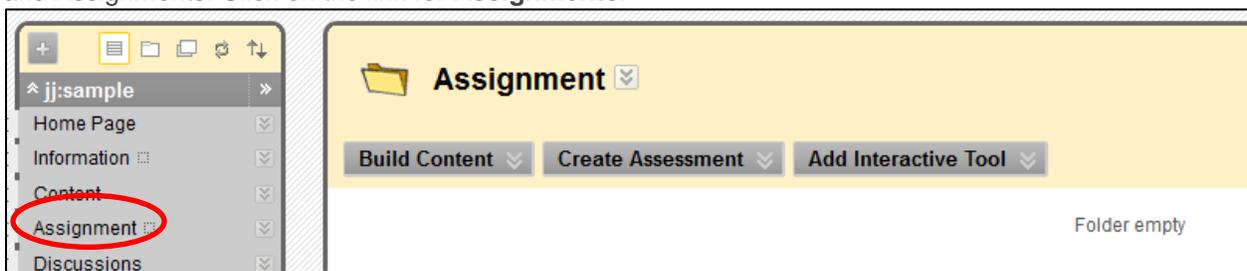
To move questions to a different order in the test move your cursor over the double headed arrows to the left over the question you wish to move. Your cursor will change and you can click and drag the question to your desired location.



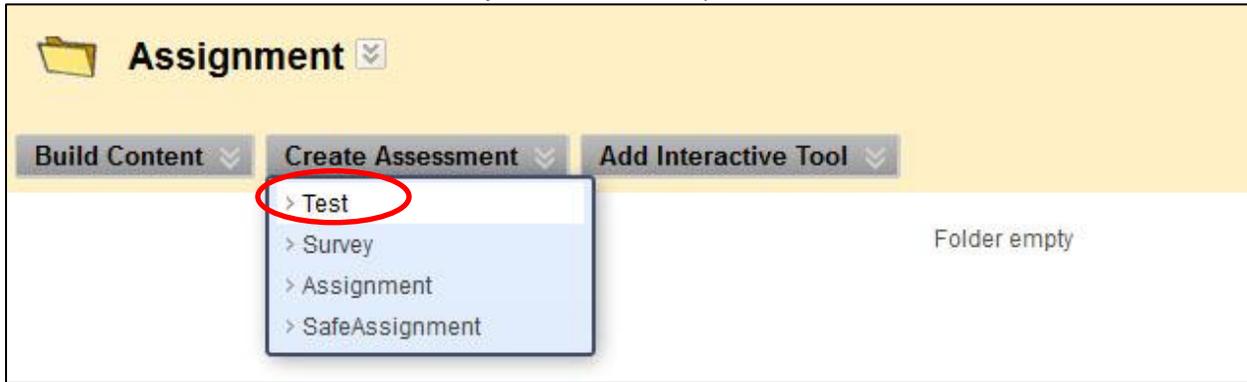
Deploying a Test

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.

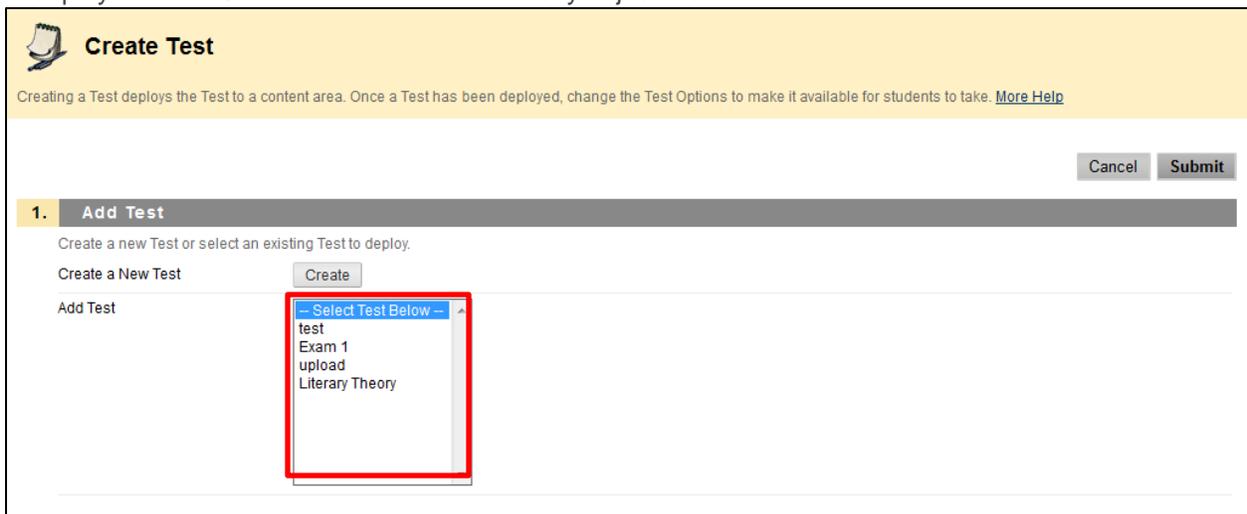
1. To deploy a test you must first enter a **Content Area**. **Content Areas** are parts of the Blackboard site that students can access and that you can post content to. Default titles for these areas in Blackboard are Documents and Assignments. Click on the link for **Assignments**.



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**.

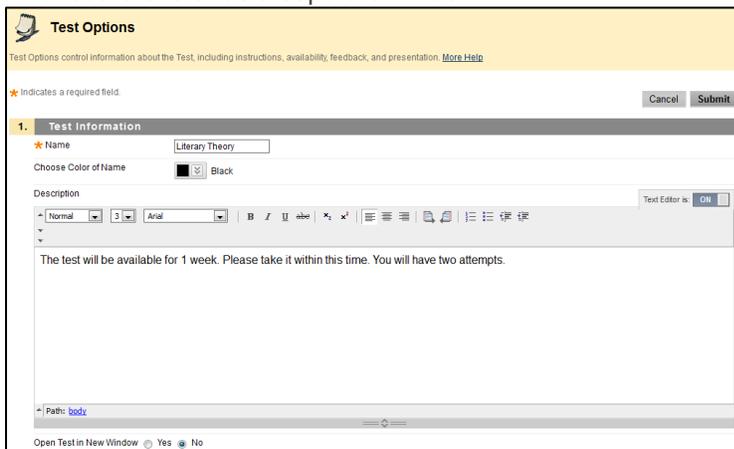


4. Click **Submit**. Your test is now deployed and you will be brought to the **Test Options** page.

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.



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

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.

Hours Minutes

Auto-Submit
 OFF: The user is given the option to continue after time expires.
 ON: Test will save and submit automatically when time expires.

OFF ON

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.

Password

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, **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.

3. Due Date

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

3. The fourth 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.

4. Self-assessment Options

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 Instructor and the Grade Center
 If this option is checked, 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.

The fifth section **Test Feedback** allows you select which type or feedback you would like your students to receive upon completing the test.

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

Feedback

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

6. Test Presentation

Presentation Mode

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 a question that has already been submitted.

Randomize Questions
Randomize questions for each Test attempt.

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.

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