



# Creating Online Assessments in Bb7

## Types of Assessments

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In Blackboard, you can create online **tests** and **surveys**.

The two work exactly the same EXCEPT...

- ❑ **SURVEYS** are anonymous and are not graded.  
In the gradebook, the instructor can see who has *completed* the survey, but cannot see the particular answers a person submitted. The instructor can only see the responses for the entire group, not for an individual. Also, there are no point values assigned to questions and there is no overall grade recorded.
- ❑ On **TESTS**, each item must be assigned a correct answer and a point value.  
When students take an online test and submit their answers, Blackboard grades the objective test items and records a score in the gradebook along with details of each student's answers.

## Types of Questions

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There are 17 types of questions you can use on tests and surveys.

The questions types most commonly used are:

- True False
  - Multiple Choice
  - Multiple Answer
  - Matching
  - Short Answer
  - Essay
- } Not automatically graded by Blackboard

Other question types:

- Calculated Formula \*
- Calculated Numeric \*
- Either / Or
- File Response \*
- Fill in the Blank \*
- Fill in Multiple Blanks \*
- Hot Spot \*
- Jumbled Sentence
- Opinion Scale / Likert
- Ordering \*
- Quiz Bowl

\* Question types marked with an asterisk can be very tricky to set up!  
Recommended for advanced users only.



### HELPFUL WEB SITE

For descriptions and examples of each question type, see:

<http://www.blackboard.niu.edu/blackboard/assessments/questiontypes.shtml>

## Overview of Creating Assessments

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There are two basic steps involved in assessment creation. They are:

- A. Create the assessment and add questions to it
- B. "Deploy" the assessment (that is, create a link to it in your course that students can click to take the test)

## How to create a test and add questions to it

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**Step 1:** From the Control Panel, choose *Test Manager*.

**Step 2:** Click the **Add Test** button.

**Step 3:** Type in a name, description, and instructions. Then click **Submit**.

Description and instructions are optional, and can be added later (when making the test visible to students).

- **Description** can include info that students need to know BEFORE they start taking the test (what material is covered in the test, whether students can use books or notes, etc.).
- **Instructions** tell the students what to do once they start taking the test. For example: "For each question, choose the best answer."

**Step 4:** Click on Creation Settings to set options for your test.  
For most instructors, we recommend the settings shown below:

The screenshot shows a vertical list of settings sections, each with a numbered header and a list of options:

- 1 Feedback**
  - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
  - Add images, files, and external links to questions.
  - Add images, files, and external links to answers.
- 3 Question Metadata**
  - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
  - Specify default point value for questions.  
Default point value
  - Specify partial credit options for answers.
  - Provide option to assign questions as extra credit.
- 5 Display**
  - Specify random ordering of answers.
  - Specify the horizontal or vertical display of answers.
  - Specify numbering options for answers.

**Step 5:** Add questions to your test. To add a question:

- Select a question type from the "Add question" drop down menu and click **GO**
- Enter the question text
- Enter the answer options
- Mark the correct answer
- Enter feedback (optional)
- Click **Submit**

These steps vary slightly, depending upon the question type.

For more info see chart below.

Repeat steps a - f above to add additional questions to the test.

Question type	Notes on entering questions
True / False	<ul style="list-style-type: none"> <li>Pretty straightforward!</li> </ul>
Multiple choice	<ul style="list-style-type: none"> <li>You can offer as many (or as few) choices as you want. Only 1 correct answer.</li> </ul>
Multiple answer	<ul style="list-style-type: none"> <li>Same as multiple choice, but there can be more than 1 correct answer.</li> <li>If you check "Partial credit", Blackboard will give credit for each correct answer picked. (No deduction for <i>incorrect answers</i> picked.)</li> </ul>
Matching	<ul style="list-style-type: none"> <li>In the "question" text box, type <b>instructions</b> such as "Match each quotation with the appropriate play."</li> <li>List question items and answer items in the order you want them to appear</li> <li>You do not have to have an equal number of question and answer items.</li> <li>Bb will number the question items and will put letters beside the answer choices for you (A, B, C, ...)</li> <li>Under "Point value", specify the total number of points for the whole matching exercise.</li> <li>Be sure to check "Partial credit" so students will receive credit for items matched correctly</li> </ul>
Essay / short answer	<ul style="list-style-type: none"> <li>Open-ended questions; students will see a box in which to type in their answers, which might range from a word or two to a paragraph.</li> <li>This is only question type that Bb won't automatically grade for you.</li> <li>You can provide a "sample" answer, but you don't have to.</li> </ul>



**HELPFUL WEB SITE**

For tips on entering other question types, see:

<http://www.dartmouth.edu/~blackboard/bb7/questions.html>

**Step 6:** When you have finished adding questions (or want to take a break), just click **OK** in the lower right corner of the screen.

**NOTE:** You can return to *Test Manager* and click **Modify** to continue building the test.

## How to “deploy” tests

To “deploy” a test means to create a link to it somewhere in your course. To begin taking the test, students click on the link you create. You can make the link invisible when you no longer want students to be able to take the test.

1. First, create and save the test under **Control Panel / Test Manager**. Check the test thoroughly to make sure the correct answers are selected and correct points are assigned.
2. In the Control Panel, go to the Content Area where you want the test link to appear. If you want, you can make a folder to put the test in.
3. Click on the **Test** icon in the “Add” toolbar to create a link to the test.



4. Select a test from the list and click Submit.  
**Note:** Only tests that have not been deployed elsewhere in the course will show up in the list of available tests.
5. You will receive a message that says: “The test was successfully added.” The test is now “deployed”, **however, the test is NOT YET visible to students!!** Click OK anyway.

6. You now see 2 menu items:

- o Modify the test
- o Modify the test options

Select **Modify the test options** to make test visible to students

7. Under Section 1, the test title is shown, along with the test description---if you entered a one when creating the test. If not, we recommend that you enter a description now. It should include info that students need to know BEFORE they start taking the test (what material is covered in the test, whether students can use books or notes, etc.).

**IMPORTANT:** Do NOT set the test to open in a new window.

If you do, students with pop-up blockers will have trouble accessing the test.

8. Under Section 2, select “Test Availability” options. Recommended settings:

### 2 Test Availability

Make the link available  Yes  No

**IMPORTANT:** You must select YES here in order for students to see the test link.

Add a new announcement for this Test  Yes  No

Multiple attempts

Allow unlimited attempts.

Number of attempts

Force Completion Test must be completed the first time it is launched.

To reduce technical problems for students:  
**DO NOT** choose Force Completion  
**DO** set a timer

Set timer. Set expected completion time. Selecting this option also records comp

Hours  Minutes

Display After

Sep 10 2007 08:00 AM

Display Until

Sep 12 2007 10:00 PM

Allows you to set a time frame during which students can access the test

9. Section 3 offers " Self-assessment Options". Most instructors leave these as is.
10. Under Section 4, "Test Feedback", specify what information you want displayed to students immediately after they complete the test.

**To discourage cheating on important tests:**

- We recommend NOT checking the box to show **Correct Answers**. (Not yet...)
- After all students have completed the test and the test link is no longer available to students, return here and MODIFY the test options to show students their **Score, Submitted Answers**, and the **Correct Answers**.
- To view the correct answers, students can go to TOOLS > MY GRADES and click on the test grade.

11. Under Section 4, select "Test presentation" options:
  - **Presentation Mode** – Most instructors and students prefer "All at once"
  - **Randomize questions** – If you check this box, questions should appear in a different order for each student.
12. After selecting your options, click SUBMIT and the link to the test is created.

## Making changes AFTER deploying a test

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After you have deployed a test, you can make changes to it. For example, you may need to change (or make a correction to) the test questions or you may want to change the test options.

**IMPORTANT: If students have already taken the test, there are some changes that you CANNOT make to the test questions.**

Below is the warning message you will see if you try to modify a test that some students have already taken:

### **WARNING!**

You are about to modify an assessment that students have already taken. **Only textual changes to existing fields are allowed, for example to correct a typo or reword a confusing question.** Note that after you make textual changes, existing assessment attempts (tests that students have already taken) will show the new text, not the original text.

Do not change the number of points for a question.  
Do not add or remove questions.  
Do not add or remove answers or feedback.  
Do not change settings.  
Do not change attached files.

If you need to make any changes other than textual changes, you should create a new assessment. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt the entire assessment and its Gradebook entries.

### ***How to make changes to test questions:***

1. Go to Control Panel and click on Test Manager. You will see a list of all tests you have created.
2. Click the Modify button to the right of the test you wish to change. If the test has already been deployed and students have already taken it, you will see the warning message above. Heed it! If no students have taken it, you can change anything you want.

### ***How to make changes to test options:***

You can make any changes you want to test options at any time (even if students have already taken the test!). For example, you can change the time limit on the test, the type of feedback students see after they submit the test, etc. Or, you can make the link to the test no longer visible to students.

1. Go to the Control Panel and click on the Content Area where you deployed the test.
2. Beside the link to the test, click on Modify.
3. Click on Modify Test Options.
4. Make any changes, then click SUBMIT.

## How Tests Interface with the Gradebook

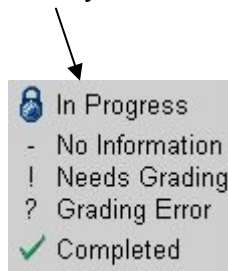
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- When you deploy a test (or survey), a column is automatically created in your gradebook in Blackboard.
- When students take and submit a test in Blackboard, their grades (as well as their responses to each question) are recorded in the gradebook.

**Note:** If a test contains short answer or essay questions, the student's score will be recorded as an exclamation point (!) in the gradebook. This symbol indicates that there are items in the test that must be graded manually by the instructor.

- Students can see their grades by going to *Tools* and selecting *My Grades*.
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A **legend** in the lower left corner of the gradebook screen explains the meaning of symbols that you may see in the gradebook:



- The padlock symbol  indicates that the student is in the process of taking the test.
  - A hyphen (-) means that the student has not taken the test.
  - An exclamation (!) appears if the test contains short answer or essay items that have not yet been graded by the instructor.
  - A checkmark  means that the student has completed a survey.
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### How to view details about a student's test

To see more info about a student's test result, just *click on the student's grade in the gradebook*. The information displayed includes...

- The date the student submitted the test
- Student's score on the test (which you can override, if you want)
- Class average

You can *click on the VIEW button* to see more detailed info, including...

- The answer the student selected for each question
  - Points awarded for each question (which you can override, if you want)
  - Time student took to take the test (IF the test was timed)
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### How to grade short answer and essay items

If your test includes short answer/essay items, you must grade those manually. *Here's one way to do this...*

1. Click on the student's score for the test in the gradebook.
2. Click on VIEW. This will show you the student's answers for each question.
3. Scroll down to a short answer or essay question.

4. Read the student's answer, and decide how many points you want to award.
  5. Enter the points in the blank to the right of the question.
  6. In the Feedback box, enter any comments you want the student to see (e.g. explaining the points you awarded, correcting information, etc.) This is optional.
  7. After you have entered points for all short answer questions, scroll to the bottom and click SUBMIT. You will see the student's total score for the test in the gradebook. The student will now be able to see his/her score under *Tools > My Grades*.
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## How to "clear attempt" (allow student back into test)

### *Background:*

When the "force completion" setting is used, if the student leaves the test (on purpose or because of a technical problem) and then tries to re-enter the test to complete it, he will receive a message that he has already taken the test and he will not be allowed back into the test.

If for some reason a student needs to access a test a second time, the instructor can CLEAR the student's first attempt. This ERASES the grade AND any detail from the prior attempt. After the first attempt is cleared, the student will be able to enter the test.

*To CLEAR a student's attempt  
(so that he can re-take a test):*

1. Click on the student's grade in the gradebook.
2. Click on VIEW.
3. Click CLEAR ATTEMPT

Remember, "clearing attempt" ERASES the grade AND any detail from the prior attempt. So, **check first** to see if any answers were saved.

**PLEASE NOTE - Before clearing an attempt, check to see if any of the student's answers were saved:**

If the test was set to display questions "one at a time", then the student's answers on the questions he completed before exiting the test were SAVED.

If the test was set to display questions "all at once", then the students answers were saved ONLY IF he clicked the SAVE button at the bottom of the screen (beside SUBMIT).

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## How to access statistics about tests (class average, item analysis)

*To see statistical information about a test:*

1. Click on the title of the test (the column heading)
  2. Click **Item Detail** to see overall statistics, such as class average, standard deviation, high and low scores, etc.
  3. Click **Assessment Attempt Details** to see item analysis information.
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