

Blackboard Basics V

Part V -- Testing, Tests Scores in the Grade Book

Tests

Creating and adding a test to Blackboard will include three steps:

- Creating a pool of questions
- Creating the test
- Deploying or adding the test to the proper content area of your class

Creating a Pool of Test Questions (Multiple Choice)

Creating a pool gives you a database of questions that can be used in creating one or more exams. Blackboard has seventeen question types. This example will use only multiple-choice questions; however it is possible to have a pool with several different types of questions.

1. Click on **Control Panel**
2. Click on **Course Tools**.
3. Click on **Tests, Surveys & Pools**
4. Click on **Pools**.
5. Click on **Build Pool**
6. Give your question pool a name. This is for your use only and should be something that will help you later find the questions you need quickly. Example: Unit I, American Revolution, Multiple Choice
7. Description and Instructions. This is optional and for your use, comments, and the like. You can later modify this if you want to add more information.
8. Click on **Submit**
9. Now you are ready to add questions.
10. You should have been directed to the Pool Canvas, if not and you're in the Pool Manager, click on the down-arrow at the right of the Pool you created and click on edit.
11. Click on the Create Question button; we're going to add a Multiple Choice; others can be added in the same manner
12. From the drop down add menu chose **Multiple Choice**.
13. You will now see a screen titled **Create/Edit Multiple Choice Question**. Type in the question or highlight/drag from an existing Word document. You may also highlight, copy, and paste the questions from an existing document.
14. Fill in the options. I prefer *Answer Numbering-Uppercase Letters, Answer Orientation Vertical*, and *Show Answers in Random Order*. Random order means that for each exam the answers will be scrambled.
15. Choose the number of possible answers. Default is 4.

16. Type correct answer in Box A. Enter other answers in boxes B, C, D. (Note, if you did not click *Show Answers in Random Order* you will need to mix them up here.)
17. Optional -- Add feedback for each answer

18. If desired, add key words to help you later search for questions on a particular topic. You may also create topics or special categories. Questions can be tagged with level of difficulty. All of these features give instructors additional ways of sorting questions and creating quizzes. We will not use these features for this example, but you may want to explore them on your own.
19. Click on Submit
20. You will now see the “finished” question. If you wish to make changes, click on **the down arrow** and edit as needed.
21. To add a new question, click on **the down arrow and click on “Create Question Below”** and continue adding questions. Or click on the Create Question button again. Click on **OK** to return to the **Pool Manager**.
22. Continue adding questions until your pool is complete. You may return to the pool later to add or update questions. To update a question, just click on **Modify** next to the individual question.
23. If you have a test bank provided by your publisher, follow the directions for exporting a test to Blackboard. Once you have that file on your local computer, click on Import Pool
24. The pool is now ready to use.

Creating a Multiple Choice Quiz

1. Click on **Control Panel**
2. Click on **Course Tools**.
3. Click on **Tests, Surveys & Pools**.
4. Click on **Tests**.
5. Click on **Build Tests**.
6. This is the **Test Information** page. Give your test a title and fill in description and instructions. Students **WILL** see this information. (You may want to add the no-print script)
7. Click on **Submit**
8. You are now at the **Test Canvas Page**
9. You can either create a new question or access questions you’ve created in the Pool.
10. To use the Pool or previous tests, Click on **Reuse Question**
11. Click on **Find from Pool or Test**
12. Select the pool or test that you want to draw the questions from
13. Select the criteria.
14. Assign point Value
15. Click **Search**
16. Check the questions you want to include
17. Click **“Add Selected.”**
18. This should return you to the **Test Canvas Page**
19. You can revise the creation settings by clicking on **Creation Settings**
20. You may change the order of individual questions by clicking on the drop down box for the question number. Using the **down arrow** to the right of each question, you may edit individual questions and change the point value of any question. This is where

you can also delete individual questions. The question will remain in the question pool and be available should you want to use it on a future exam.

21. You may still add “last minute” questions. Click on **Create Question** to “type in” a new question. Remember that questions added in this way will not become a part of your question pool.
22. Click **OK**
23. When the quiz is complete and you have corrected any problems, click on **OK**
24. You will now see a list of your quizzes. Click **Home** on the menu or use the “bread crumbs,” to get back to the beginning of the course.
25. Your quiz is now ready to “deploy” – Blackboard’s term for moving a quiz into the student areas of the course. You may return to the quiz and make corrections or additions. However, once the quiz is deployed, you can no longer easily make changes.

Deploying a Test

You may create several tests in advance and they will be ready to use. Now you will want to move the test in to the appropriate area of your course. Blackboard refers to this process as **deploying a test**. You will need to decide where you want your exams. One approach is to create a content area called “Tests and Quizzes.” Another possibility is to place the exams within a content area. For example, you may want to create a folder for Unit I, then place lecture notes, assignments, and the unit exam all in the same folder. Decide where you want to place the exam and, if necessary, create a content area for it.

1. Click on **[+]** at the top of the Menu
2. Click on **Content Area**
3. Fill in the *box with TESTS
4. Check “Available to Users.”
5. Click **Submit** – At this point we’ve created a new menu button and folder.
6. Click on the **Test button**
7. At the top of the page click on the **Evaluate button**
8. Click on “Create Test.”
9. The Add Test page will have a box with a list of the tests you have created. Choose the one you want to deploy (click on it) .
10. Click on **Submit**
11. **Test Information** page will appear.
12. **Test Information:** Check the options, especially making the test available
13. Click “yes” to make test available
14. If you will allow multiple attempts, fill in the number of tries.
15. Click **Force Completion** (If you want students to be able to leave the exam and come back, do not click this box)
16. Fill in time allowed and dates available
17. If this is a proctored exam, fill in the proctor password

18. Click **Include this test in Grade book score calculations** to automatically create a column for the quiz in your grade book. Students will be able to see the grade in their grade book also.
19. Click appropriate boxes under **Test Feedback**
20. Click appropriate boxes under **Presentation Mode**. If you choose Randomize Questions, each exam will be different. If you want the questions in a particular order, do not choose the randomize option
21. Click submit
22. You have returned to the **Test** page. From this page you can go back and modify your choices or even modify the quiz again. Do this from the “down arrow” to the right of the test title.
23. If you are ready to finish, click Home on the menu or return to the beginning using the “Bread Crumbs.”
24. Congratulations! Your exam is ready for your students!

Useful link - Tips for Successful Test Taking in Blackboard

<http://elearning.kctcs.edu/webapps/portal/frameset.jsp>

Uploading test questions from a Word document

Using BYU-Idaho Blackboard Test Generator to upload batches of questions from a Word document.

1. Format document in correct format. See samples at <http://www.byui.edu/onlinelearning/employees/testgen/index.htm>
2. Highlight and copy all the questions
3. Go to the BYU site <http://www.byui.edu/insttech/bbtest.asp>
4. Paste the test materials in the box
5. Click on “**Save as text file**” button
6. Click on **save**. Save the file somewhere that you can easily find it. I saved to my desktop in a folder designated for “tests-text-files.”
7. Optional – click the open button to see your file and check for errors.
8. Open Blackboard in a different window if you have not already done so and navigate to the course where you want to place the question pool.
9. In Blackboard click on **Control Panel** and then on **Course Tools** then on **Tests, Surveys & Pools**.
10. Click **Pools** link.
11. Click **Build Pool** button.
12. Provide a name in the *box
13. Fill in the Description & Instructions if necessary
14. Click on Submit
15. Click on “Upload Questions.”
16. Click on Browse for Local File (it should have a .txt extension)
17. Fill in the points
18. Click **Submit**
19. Click OK on the “Question Upload Complete” page
20. You should be returned to the Pool Canvas Page where you can edit questions or add more questions.
21. Scroll to bottom of page and click **OK**

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Comment: I got this far and the import failed.

Detailed instructions can be found at the website, but they switch midway through from pool manager to test manager. It should be one or the other all the way through the directions.

<http://www.byui.edu/onlinelearning/employees/testgen/testgen.htm>

*These instructions will also work for a test. Go to Test Manager, and then follow the same instructions as for Pool Manager. Do not use the **Random Order** option in **Modify Test Options** unless you go in and remove the numbers from the questions.*

How to grade a test

1. Click on **Control Panel**
2. Click on **Evaluation**

3. Click on **Grade Center** Assignments or quizzes will be marked as In Progress --



- or Needs Grading- – Multiple choice quizzes will be automatically graded.
4. If you need to grade the quiz or to modify a grade, click on the double arrow to the right of the grade.
 5. Click on View Grade Details
 6. On the Grade Details Page, Click on the Down Arrow under Attempts.
 7. Click Open Attempts
 8. Grade those items, such as essays that need grading, providing the points.
 9. Click OK
 10. You will return to your grade book. You should see the grade in the proper column.

Multiple attempts - which one "counts" on the grade?

The default is "grade of last attempt." To modify this:

1. Find the grade column for the quiz
2. Click on the arrows in the column heading and select "Edit Column Information."
3. At the "Score Attempts Using," click on the box and select "Highest" or other option you prefer.
4. While you are there, you can change other column options. Hit "Submit."
5. You may later modify your choice by repeating steps 1-4.

How to reset a test -

Students may call you and ask you to reset a test. A test may “lock” if students have a computer problem. Slow responses caused by using dial-up may also cause testing problems. For those using the “no print script,” inappropriate printing may cause the exam to lock. For best results, keep exams short. For longer exams, try dividing the exam into two parts. It may also be helpful to allow students to take a multiple-choice exam two or three times. The decision to reset an exam is up to the instructor – e-mentors cannot reset exams for other instructors. If you feel it is appropriate to reset an exam, click on the down arrow to the right of the students grade, then click on Grade Details. Under “Current Grade Value, you’ll see a “delete box.” Click on the box to choose the proper action, “all attempts,” for example, and click go. Then click ok.