Blackboard: Creating Assessments

Note: If using Internet Explorer, you may notice the need to activate the Active X Control, especially around text editors/text boxes. This may interfere with creating tests and quizzes and cause very long page-loading times. You may want to download/use an alternative web browser such as Firefox (http://www.mozilla.com/firefox/) when creating or taking tests.

Instructors can create tests, quizzes and surveys in Blackboard. The difference between tests, surveys and quizzes are listed below.

Tests & Quizzes:
- Graded
- Scores are automatically added to the Blackboard gradebook (Unless the instructor needs to manually grade essays or short answers)

Surveys:
- Not graded
- Responses recorded anonymously in the Blackboard gradebook
- Blackboard will indicate if a student has taken a survey, but will not indicate which student is responsible for specific survey responses.

Surveys are created in the same way as tests, but no point values are added to the questions. To create a test, you need to:

1. Create the assessment
2. Create the default assessment settings
3. Add questions to the assessment
4. Add the assessment to the content area where you want to make it available to students
5. Make final modifications to the assessment and make it available to students

**NOTE**: To avoid any potential problems, it’s a good idea to carefully think through the various elements of the test before you finalize it and make it available to students. Removing a test once it is created is fairly complicated and difficult to do.

Once you do make the test available, you will not be able to:

- Change the number of points for a question
- Add or remove a question
- Add or remove responses or feedback
- Change test creation settings
- Change files attached to a question

You can correct any typos in a question or make slight revisions to the wording of a question. Students who view their grade and feedback (if available) after modifications are made, however, will see the modified test questions as opposed to the test they took.
Section 1: Create the Assessment

1. Select the **Control Panel** under the course menu (as shown below).

   ![Control Panel](image)

2. Click on **Test Manager** in the **Assessment** control panel (as shown below).

   ![Assessment Control Panel](image)

3. Click on the **Add Test** button (as shown below).

   ![Add Test](image)

4. Enter the **NAME** of the test or quiz (shown below at green arrow), a **DESCRIPTION** of the test or quiz (shown below at red arrow), and the **INSTRUCTIONS** for the test or quiz (shown below at blue arrow).

   ![Test Information](image)

5. Select **Submit** in the lower right corner. The **Test Canvas** page will appear.
Section 2: Add Default Test Creation Settings

You can create settings that will apply to all questions in the assessment that you’re creating, although these settings can be changed for individual questions.

**NOTE:** These settings will apply to the current test only; you’ll need to follow this procedure for additional tests you create.

1. Click on **Creation Settings** on the toolbar at the top of the Test Canvas page (as shown below).

2. Select the checkbox to the left of the option(s) you want to set as the default and specify the default point value for each question. See table below for descriptions of each default setting.

<table>
<thead>
<tr>
<th>Test Creation Settings</th>
<th>Description</th>
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| **1 Feedback**         | To include the ability to provide feedback for each response a student gives as opposed to simply providing “Correct” or “Incorrect.”  
**NOTE:** The feedback option is not available for True/False, Multiple Answer, or Matching questions. |
| **2 Images, Files, and External Links** | To attach an image, a file, or a URL to a question or an answer. |
| | To create categories or keywords for questions. |
| **3 Question Metadata** | To set a default point value for every question in your test. For example, if you have 25 questions and the test or quiz is going to be worth 100 points, then specify the default point value as 4 points per question.  
**NOTE:** You can change the point value for a specific question when you create that question. |
| **4 Scoring** | Various display options. |
| **5 Display** | Specify default point value for questions.  
Default point value **10**  
Specify partial credit options for answers.  
Specify random ordering of answers.  
Specify the horizontal or vertical display of answers.  
Specify numbering options for answers. |
3. Click on **Submit** to save your changes. The Creation Settings page will appear with the options you selected.

4. Click on **OK** to return to the Test Canvas page.

**See Section 3: Add Questions to the Assessment**
Section 3: Add Questions to the Assessment

1. Select a question type from the Add Question drop-down menu (in this example, we will use Multiple Choice, as shown below) and select Go.

2. The Add/Modify Question page appears. Enter the question in the Question Text editor (as shown below).

![Add/Modify Multiple Choice Question](image)

NOTE: This area of the page will vary depending on the type of assessment you have selected.

3. Enter the maximum number of points possible in the Point Value field (as shown above). (The red mark to the left of Question Text and Point Value indicates that these are required fields.)

NOTE: If you set a default point value in the Test Creation Settings and you want to retain that point value
for this question, leave this field as it appears. You can, however, enter a different point value in this field, if you wish.

4. Under Options, enter the type of numbering, orientation/alignment of answers, whether partial credit will be given and if answers should be shown in random order.

5. Enter correct and incorrect answer choices.

NOTE: By default, the minimum number of answers for a multiple choice test is four (4), although you can remove answers you do not want by clicking on the Remove button to the right of an answer (as shown below). If you do select “Remove”, the number in the “Number of Answers” field will change to reflect this change.

6. By default the first answer is the correct answer. Use the radio button to left of each answer field to indicate which response is the correct response. Type a correct response in the text box selected as the correct response. In this case we will enter the correct answer in the first text box.
7. If you chose to show feedback for each response, in the Feedback box following each answer choice, enter the response that you wish the student to see if they select that specific answer.

8. Enter incorrect answers in the remaining answer text boxes. If you choose to give partial credit for any of the incorrect responses, indicate what percentage will be given for the partial credit response.

9. Indicate Correct/Incorrect Feedback for the question overall (not just specific responses as indicated previously). Here you will enter the response students will see if they answer correctly or incorrectly.

   **Correct Response Feedback**

   Excellent! This is the correct response because the first chapter explains the conflict and detail and why it occurs.

   **Incorrect Response Feedback**

   Incorrect. Please review the reading assignment again.
10. Select **Submit**. The question has been added.

- Repeat steps 1-10 to add additional questions.
- On the **Test Canvas** page, you can re-order the questions, if desired, by selecting a different question number from the **Question** drop down menu located to the left of each question.
- To make changes to a question, click on the **Modify** button.
- To remove a question, click on the **Remove** button to the right of the question.

11. When you have added all your questions, click on **OK** in the lower, right corner of the page.

12. When the **Add Test** page reappears, select **Submit**.

You have successfully created the test and added it to the test manager. The next step is to deploy the test that is residing in the test manager.

**See Section 4: Add the Assessment to a Course Content Area**
Section 4: Add the Assessment to a Course Content Area

1. Select the **Control Panel**.

2. Select the content area where the test will be available to students. For this example, select the **Assignments** content area (as shown below).

3. Click on the add **Test** button

4. Select the test from the “Select an existing test:” field (as shown below).

5. Select **Submit**.
6. Select **OK**.

The **Modify Test** page will appear.

See Section 5: Make Modifications to the Assessment
Section 5: Make Modifications to the Assessment

1. Select **Modify the Test options** to set options for when the assessment will be available, how it will be presented to students, and other options.

2. In the **Test Information** section of the page:
   Change any test information if applicable.

3. In the **Test Availability** section of the page:

   - **Allow multiple attempts** – Will allow students to keep taking the test until they get a perfect score. Most instructors DO NOT select this option in order to only allow ONE attempt.
   - **Force completion** – The test can only be accessed ONE time. Select this option if you do NOT want your students the ability to complete a portion of the test, sign out and then sign back in to complete the test. Unfortunately, if the student’s web browser shuts down or they lose Internet connection, they will not be able to complete the test if this option is selected. If this should happen, the instructor will need to clear the student’s attempt in order to let them start over again.

4. In the **Test Feedback** section of the page, specify the type of feedback the student will receive:
- **Score only** (students will see their final scores, with no other information)
- **Detailed Results** (students will see their answers, whether they are correct and final score)
- **Show Correct Answers** (students will see their answers, the correct answers, and their final scores)
- **Detailed Results, Correct Answers and Feedback** (students will see everything above and feedback for the questions)

5. In the **Presentation** section of the page, specify how the assessment will be presented:
   - **All at Once** (the entire test will appear on the screen)
   - **One at a Time** (the test will display one question at a time)
   - Select the **Prohibit Backtracking** checkbox to prevent students from changing answers on previously answered questions.
   - Select **Randomize Questions** if you want the test questions to appear in a different order each time a test is deployed.

6. Select **Submit**.

7. Select **OK**.

8. Select **OK** again to go to where the test should be displayed.