

Blackboard Assessment - Tests & Surveys

INTRODUCTION

From the instructor's point of view, tests and surveys are the basically the same in the way they are built, however their purposes are quite different.

Tests are intended to evaluate what the student has learned. They can be assigned a point value that counts toward the final grade, or can be upgraded self-tests. They are automatically added to the gradebook where the instructor can review students' answers and give partial credit.

Surveys are intended to give the instructor anonymous feedback. They are also automatically added to the gradebook where the instructor can review the results as a percentage of the entire class. The instructor can see who completed the survey, but not what each student's individual answers were.

CREATE AN ASSESSMENT

***Note:** The process of creating a test and a survey is the same. The example used in this documentation is of creating a test using the Test Manager. Any differences between the two will be noted throughout this section.

1. In the section of the Control Panel titled "Assessment", click Test Manager. (If you wish to add a survey, click Survey Manager.)



2. Click the Add Test button.
3. Enter a name, a description, and instructions for the test. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below.

The screenshot shows the Blackboard assessment creation interface. It features three main sections: 'Name', 'Description', and 'Instructions'. Each section has a text input field and a rich text editor toolbar. The toolbar includes options for font style (Normal), font size (3), font face (Times New Roman), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, insert file, insert URL, and a preview button. The 'Name' field is currently empty. The 'Description' and 'Instructions' fields are also empty.

4. Click the Submit button.



5. Click Creation Settings to the right of the dropdown menu.

The screenshot shows the 'Add Question' section of the Blackboard assessment creation interface. It features a dropdown menu with 'Multiple Choice' selected, a 'GO' button, and a 'Creation Settings' link. Below this, there is a preview of the question content, including the name 'Mid-term Self Quiz', a description, and instructions. A 'Modify' button is located at the bottom right of the preview area.

6. Select the settings you wish to use for this test (please note that these settings will not be used for the example shown in this documentation):
 - Option to provide feedback for individual answers (available for all test questions except True/False, Multiple Answer, and Matching; not available for any survey questions)
 - Option to add images, files, and URLs to questions
 - Option to add images and files to answers

- Option to add categories and keywords to questions
- Option to specify default point values for test questions (not available for survey questions)

Display the following options during the creation of this test

Provide feedback for individual answers

Add images, files, and URLs to questions

Add images and files to answers

Add categories and keywords to questions

Specify default point values for questions

Default point value:

7. Click the Submit button.



8. Select a question type from the dropdown menu.

Note: For the purpose of this documentation, a Multiple Choice question will be used with none of the settings in Step 5 selected.

9. Click the Go button.



10. Enter the text for the first question. You have the option of using the WebEQ and MathML equation editors. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below.

Question Text:

Normal 3 Times New Roman B I U [List Icons] [Text Icons]

[Image Icons] [Equation Icon] [HTML Icon] Preview [Help Icon]

[Image Icons] [Text Icons]

Point Value:

11. Assign the question a point value if this test is to be graded. If you do not wish to assign a point value to the question you must enter 0. Point values cannot be assigned to survey question.
12. Choose the number of answer choices you would like from the dropdown menu.

Number of Answers:

13. Enter the text for each answer choice. Once again you have the option of using the WebEQ and MathML equation editors. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below. If you wish to have less than 4 answers to the question, you may remove answers by clicking the Remove button to the right of each answer textbox.
14. Click the radio button to the left of the correct answer.

Correct
 Answer 1:

Normal 3 Times New Roman B I U

15. Enter feedback for the student to read for both a correct and an incorrect answer selection. This is optional. If left blank, the student will not receive feedback based on their response.
 16. Click the Submit button.
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17. Continue to add questions until your test is complete.

ADDING A TEST TO A CONTENT AREA

1. In the section of the Control Panel titled "Content Areas", click on the name of the area you wish to add a test/survey to.



2. Click the Add Test button, or select Add Survey from the dropdown menu in the upper right corner of the screen.



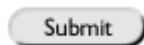
3. To create a new test/survey, click the Create button and follow the directions beginning at the top of this page. To add a previously created test/survey, select it from the list.

Either create a new test or select an existing test. (Any test that has already been added to a course will not display.)

Create a new test:


Select an existing test:

4. Click the Submit button.



5. Click "Modify the test options".
6. You are given the opportunity to edit the title and description of the test/survey before making it available. Make any changes here.

Name:

Choose Color of Name: 

Description:

Smart Text
 Plain Text
 HTML

Launch Item in external window: Yes No

7. Set the availability of the test/survey along with any additional options you wish to use such as setting a time limit, display dates, or a password.

Do you want to make the link visible? Yes No

Allow multiple attempts: Permit students to take this assessment multiple times.

Set time limit: Set the amount of time students have to finish this Test
 Hours Minutes

Display After

Display Until

Set password Require students to enter a password to access this Test
 Password

8. Choose how you wish to display feedback to the students.

Feedback Mode:

Score only:
Only the final score is presented.

Detailed Results:
The student's answers and final score are presented.

Show Correct Answers:
The student's answers and final score are presented, as well as the correct answers.

Detailed Results, Correct Answers and Feedback:
Student is shown everything above.

9. Choose how you wish to present the test/survey to the students.

Presentation Mode:

- All at Once:** The student is presented the entire assessment on one screen
- Question:** The student is presented only one question at a time
- Prohibit Backtracking:** Prevent students from returning to questions they've already answered.
- Randomize Questions:** Randomize the assessment questions for each assessment attempt (each student will see a different order)

10. Click the Submit button.

