

Assessing Students in Blackboard 6.1: Tests and Surveys

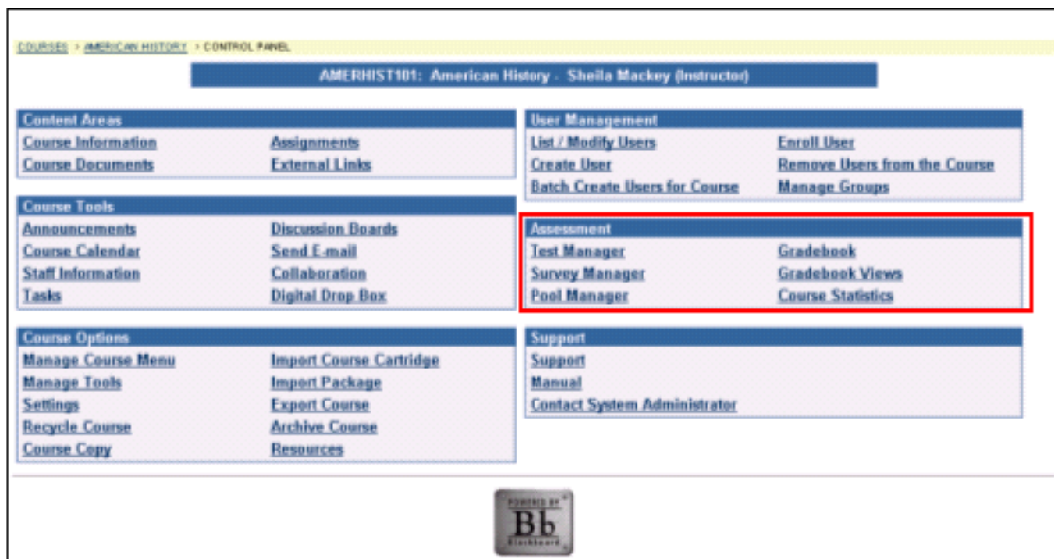
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Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading, and the results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value, and Surveys are not graded.

Tests and surveys are created in the Assessment area of your control panel.



The Assessment area of your control panel has six sections

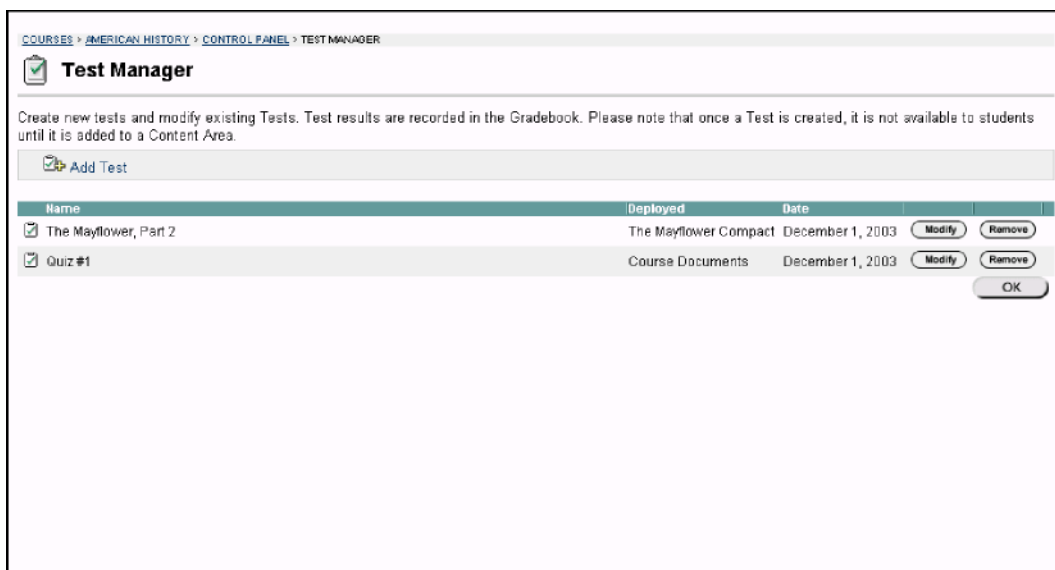
1. Test Manager – Used to create, modify, and remove tests.
2. Survey Manager – Used to create, modify, and remove surveys.
3. Pool Manager – Allows you to store questions for repeated use.
4. Gradebook – Posts all student grades associated with Tests and Assignments.
5. Gradebook Views – Allows you to view the gradebook by item or user.
6. Course Statistics – Generates reports on course usage and activity.

Test Manager

Overview

The Test Manager is used to create, modify, and remove Tests. Instructors can create Tests to check the knowledge and skill level of the users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. Student answers are submitted for grading, and the results are recorded in the Gradebook.

Note: Surveys include many of the same features and functions as Tests. Surveys are managed through the Survey Manager, which functions in the same way as the Test Manager.



Find this page

To open the Test Manager, click **Test Manager** in the Assessment area on the Course Control Panel.

Questions to consider before creating an Assessment

Below are questions to consider when planning an Assessment:


- How many questions will this Assessment contain?
- Are there instructions that will be included with this Assessment?
- What type of questions will this Assessment contain?
- What is the point value associated with each question?

Warning

The following warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view the original Assessment they took.

[COURSES](#) > [INTRODUCTION TO AMERICAN HISTORY](#) > [CONTROL PANEL](#) > [TEST MANAGER](#) > TEST CANVAS

 **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 Create/Modify a Test

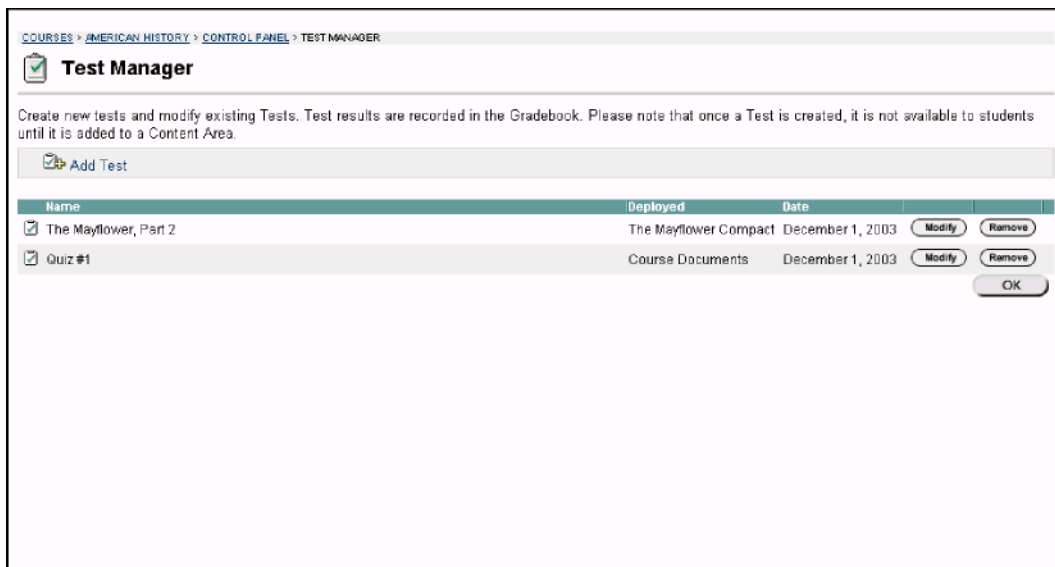
Overview

Tests can be used to measure a Student's understanding of the course. This overview describes how to create a Test. The sections that follow provide details about each Web page. Students take the Test online and the Test is automatically graded (with the exception of essay questions). Tests may consist of the following types of questions:

- multiple choice
- true/false
- matching
- ordering
- multiple answers
- essay or short answer. Essay and short answer questions are not graded online.

Find this page

To open the Test Manager, click **Test Manager** in the Assessments area on the Course Control Panel



The screenshot shows the 'Test Manager' interface. At the top, there is a breadcrumb trail: COURSES > AMERICAN HISTORY > CONTROL PANEL > TEST MANAGER. Below this is the title 'Test Manager' with a checkmark icon. A message states: 'Create new tests and modify existing Tests. Test results are recorded in the Gradebook. Please note that once a Test is created, it is not available to students until it is added to a Content Area.' There is an 'Add Test' button with a plus icon. Below the message is a table with columns: Name, Deployed, and Date. The table contains two rows of test data. Each row has 'Modify' and 'Remove' buttons. An 'OK' button is located at the bottom right of the table area.

Name	Deployed	Date		
<input checked="" type="checkbox"/> The Mayflower, Part 2	The Mayflower Compact	December 1, 2003	Modify	Remove
<input checked="" type="checkbox"/> Quiz #1	Course Documents	December 1, 2003	Modify	Remove

OK

How to create a Test

Follow the steps below to create a Test. To modify a Test, click **Modify** next to the Test that needs to be modified.

- Step 1** Select **Add Test** on the Test Manager page.
- Step 2** Enter a name, description, instructions and click **Submit**.
- Step 3** Select a question type on the Test Canvas and click **Go**.

Create one of the following questions:

- Multiple Choice
- True/False
- Fill in the Blank
- Multiple Answer
- Matching
- Ordering
- Essay

- Step 4** Enter the Point Value for the question.
- Step 5** Attach a file or URL. [*Optional*]
- Step 6** Enter answers to choose from and select the correct answer.
- Step 7** Enter a correct response that the Student will see if the answer is correct. [*Optional*]
- Step 8** Enter an incorrect response that the Student will see if the answer is incorrect and click Submit. [*Optional*]
- Step 9** Repeat Steps 4-9 until finished adding questions.

How to make a Test available

Once a Test is created, it is not available to students until it is added to a Content Area.

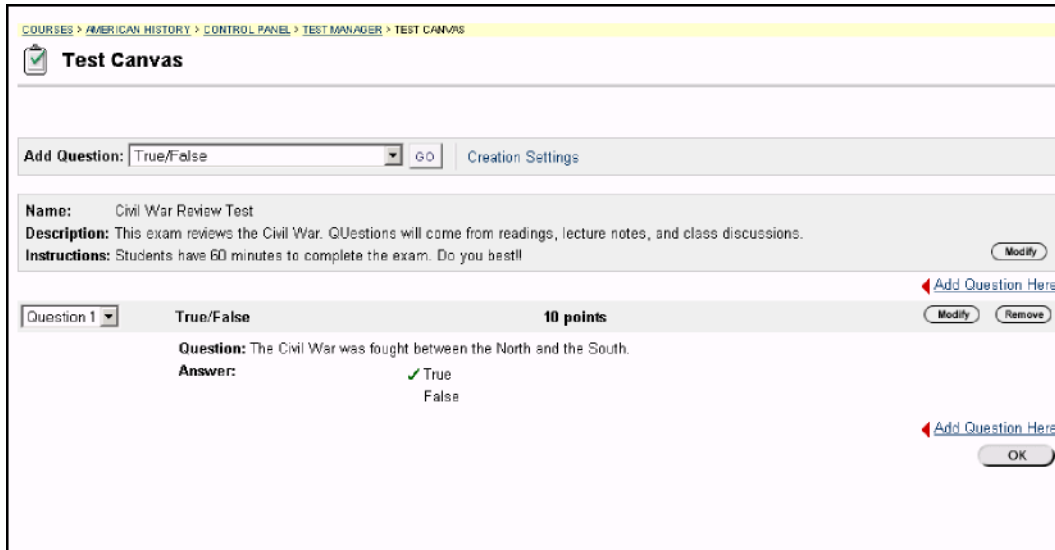
Remember: You create the test in the Test Manager, but to make it available to the students you must add the test to one of your course's content areas.

- Step 1** Open the content area in which the Test will appear and select Add Test.
- Step 2** Select the Test to add to this content area and click Submit.
- Step 3** Select the Properties, Availability, Feedback, and Presentation options for the Test.

Test Canvas

Overview

The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if students have already begun taking the Assessment.



Find this page

Step 1 Select **Test Manager** in the Assessment area of the Course Control Panel.

Step 2 Click **Modify** next to an existing Test

OR

Step 1 Select **Test Manager** in the Assessment area of the Course Control Panel..

Step 2 Click **Add Test**.

Step 3 Complete the Add Test page and select **Submit**

Fore more information

See page 259 of the Instructor Manual

Test Creation Settings

Overview

The Test Creation Settings page allows Instructors to adjust settings and add options to a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

Note: The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the **Specify default point values for questions** option is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the **Add Categories to questions** option is not available on the Survey Creation Settings page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > TEST MANAGER > TEST CANVAS > TEST CREATION SETTINGS

Test Creation Settings

1 Creation Settings

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:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Find this page

Step 1 Select **Test Manager** in the Assessment area of the Course Control Panel.

Step 2 Click **Modify** next to an existing Test

OR

Step 1 Select **Test Manager** in the Assessment area of the Course Control Panel..

Step 2 Click **Add Test**.

Step 3 Complete the Add Test page and select **Submit**

Categories and Keywords

Blackboard lets you reuse questions from previous tests or surveys. To make it easier for you to find a question so that you can reuse it in a subsequent test or survey, enable Add categories and keywords to questions.

Default point value

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

For more information

See page 261 of the Instructor Manual

Add/Modify Questions

Overview

Blackboard lets you add six different types of questions to your tests and surveys:

1. Multiple Choice
2. True/False
3. Fill in the Blank
4. Multiple Answer
5. Matching
6. Ordering
7. Short Essay

Find this page

Step 1 Select **Test Manager** in the Assessment area of the Course Control Panel.

Step 2 Click **Modify** next to an existing Test

OR

Step 1 Select **Add Test.**, complete the Add Test page and select **Submit**

Step 2 Select the question type in the Add Question: drop-down list and click **Go**.

Step 3 Complete the Add Test page and select **Submit**

Important considerations

Multiple Choice

- The number of answer choices is limited to 20.
- Scroll down to 2: Answers and choose the number of answers **BEFORE** you type in your question or answers.

Fill in the Blank

- Answers are evaluated based on an *exact* text match. Answers are not case sensitive, but are evaluated based on spelling.
- Provide answers that allow for common spelling errors, for example: there and their
- Keep the answers simple and limited to as few words as possible.
- Provide answers that allow for abbreviations or partial answers, for example Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.
- Create the question that indicates to Students the best way to answer the question, for example: ___ is pictured on the one hundred dollar bill.
- Avoid using nicknames or abbreviations in your answer.
- Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms.

Multiple Answer

- The number of answer choices is limited to 20.
- Scroll down to 2: Answers and choose the number of answers **BEFORE** you type in your question or answers.

Matching

- The number of answer choices is limited to 20.
- Scroll down to 2: Answers and choose the number of answers **BEFORE** you type in your question or answers.
- Blackboard does not automatically randomize your Matching answers. In Section 3: Answer Items, you will need to manually mix up your answer items.
- Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

Ordering

- The number of answer choices is limited to 20.
- Scroll down to 2: Answers and choose the number of answers **BEFORE** you type in your question or answers.
- Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

Essay

- Essay questions require the Instructor to provide Students with a question or statement.
- Students are given the opportunity to type and/or cut and paste an answer into a text field.
- Sample answers can be added for users or graders to use as a reference.
- Essay questions must be graded manually on the Grade Assessment page.

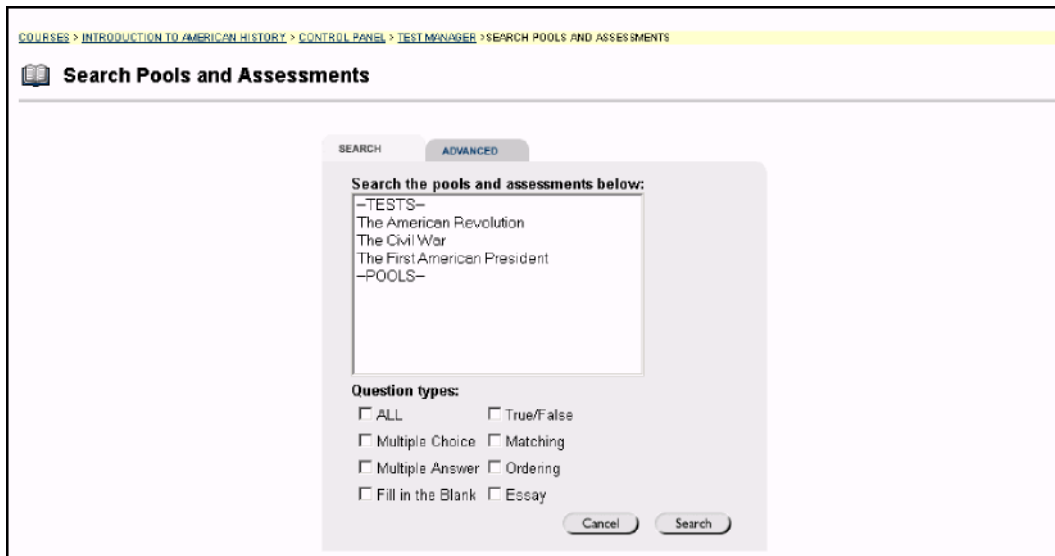
For more information

- Multiple Choice questions – see page 263 of the Instructor Manual
- True/False questions – see page 267 of the Instructor Manual
- Fill in the Blank questions – see page 270 of the Instructor Manual
- Multiple Answer questions – see page 273 of the Instructor Manual
- Matching questions – see page 276 of the Instructor Manual
- Ordering questions – see page 280 of the Instructor Manual
- Essay questions – see page 283 of the Instructor Manual

Reusing Questions from Previous Tests/Surveys

Overview

After selecting From a Question Pool or Assessment question type on the Test Canvas the Search Pools and Assessments page appears. This section discusses how to select specific questions from Pools and other Assessments. The Advanced tab on the page offers the Instructor more options to choose from. Instructors may choose questions based on category, keyword and question type.



Find this page

- Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.
- Step 2** Click **Modify** next to an existing Test
- OR**
- Step 1** Select **Add Test.**, complete the Add Test page and select **Submit**
- Step 2** Select **From a Question Pool or Assessment** in the Add Question: drop-down list and click **Go**

How to choose which question(s) to reuse

- Step 1** In Search the pools and assessments below window, choose the pool or assessment whose questions you would like to reuse. By default, the window is empty. As you create new pools and assessments, those pools and assessments will appear in this window.
- Step 2** Choose the question types from that test or assessment you would like to reuse.
- Step 3** Click **Search**.
- Step 4** Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.
- Step 5** Click **Submit**.

Type	Question Text	Name	Type
<input type="checkbox"/> Fill in the Blank	This man was the president of the United States during the Civil War.	The American Revolution	Test Preview
<input type="checkbox"/> Multiple Answer	Which of the following issues during the Civil War.	The American Revolution	Test Preview

Select which questions you want. Click "Submit" to finish. Click "Cancel" to return to the previous page.

[Cancel](#) [Submit](#)

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click Submit, then proceed to the second page of the search, select questions on that page and select Submit, and so on until finished.

Uploading Questions

Instructors may import files containing questions into an Assessment, provided the questions match a specific file structure. For more information, see page 287 of the Instructor Manual.

Using Question Pools

Pool Manager

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools are course-specific although pools from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.

For more information, see page 300 of the Instructor Manual.

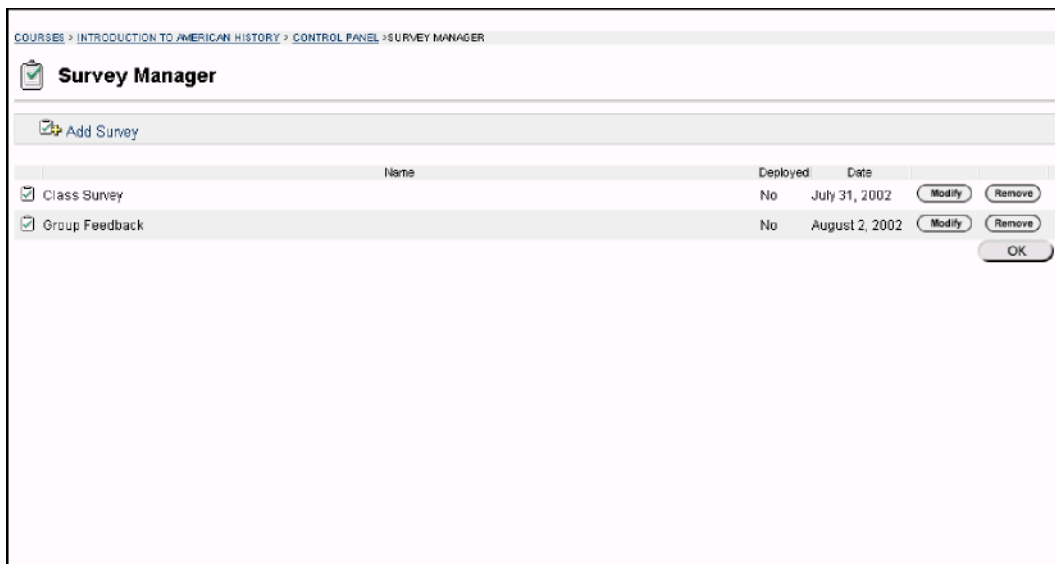
Adding/Modifying Random Blocks of Questions from a Pool

Instructors can create assessments using random blocks of questions from a pool. For more information, see page 285 of the Instructor Manual.

Survey Manager

Overview

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.



Find this page

To open the Survey Manager, click Survey Manager in the Assessment Area on the Course Control Panel.

Functions

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Survey Creation Settings

The Survey Creation Settings function in the same way as the Test Creation Settings. The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

Survey Results

Instructors may view the results of Surveys on the Assessment Stats: *Assessment Name* page. This page will show how Students responded to questions on the Survey by percentage.