



# Assessments - Tests, Surveys, Pools

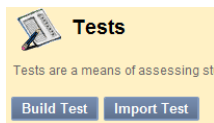
July 2011

## Assessments

Tests, surveys and pools work together to create exams and quizzes for students. A pool is a versatile, expandable set of questions from which you can select to create a test. A test is the actual arrangement of questions that a student will see. A survey is a non-graded assessment you can use to learn more information about what your students are learning.

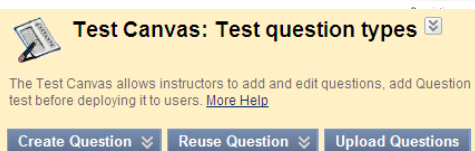
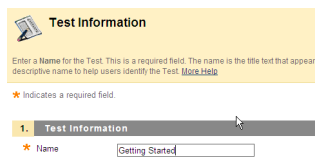
## Creating a Test

Surveys and tests can be created from pools or by entering questions directly into Blackboard. Select **Tests, Surveys, and Pools** from the Control Panel and then select **Tests**. Tests from other course sites can be imported into the current course by using the **Import Test** option. Only tests that have been exported through Blackboard from another course site can be imported using this tool. **Build Test** is used to create a new test. A test can be created by entering questions directly into the test or by pulling questions from other tests and/or pools into the test. Tests already created are listed on this screen at well.



### Build Test

Enter the name of your test (this is required) and any description or instructions you want to include for the students.

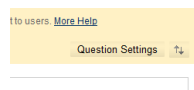


Once you submit your information the **Test Canvas** will open. Note the information located on the screen. As questions are added the totals

displayed will be modified to reflect the changes. The name of the test can be changed by clicking on the double drop-down arrow next to the header.

### Question Settings

On the right side of the test canvas screen is the link to **Question Settings**.



These settings control the options available when creating test questions. Not all options are available for all question types. The options controlled by these settings are:

**Feedback:** Add feedback for individual correct and incorrect answers. Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering questions, and Matching questions.

**Images, Files, and URLs:** Attach images, files, and URLs to questions. Allow Students to attach images and files to answers.

**Question Metadata:** Use Categories, Keywords, and Levels of Difficulty to add metadata to questions, making searching for questions from a Question Pool or from other Tests and Surveys easier.

**Scoring:** Determine how points are awarded for questions

- Set a **Default point value** for each question. This value can be changed for each individual question added in the Test Canvas.
- Allow **partial credit options** to award a portion of the total points for a question that is not entirely correct. This option is used most often with questions that have multiple parts such as matching or fill-in-the-blank.
- **Extra credit** questions reward points for a correct answer but do not deduct points for a wrong answer.

**Display:** Determine how questions are displayed to Students

- **Random order** - Shows answer choices randomly for each Student.
- **Horizontal or vertical display** - Provides the option of formatting the positioning of questions and answers.
- **Numbering options** - Provides a selection of alphanumeric labels to identify each answer.

## Create Question

Blackboard provides a variety of question types for your use. You always start by choosing a question type from the drop-down menu

### Calculated Formula

This question contains a formula and variables which can be set to change for each student. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

### Calculated Numeric

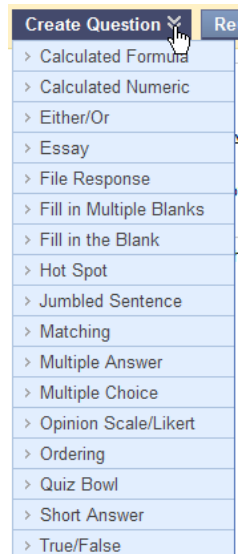
This question resembles a fill-in-the-blank question. The student enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers. Please note that the answer must be numeric, *not alphanumeric*.

### Either/Or

Students are presented with a statement and asked to respond using a selection of pre-defined two choice answers, such as: Yes/No, Agree/Disagree, Right/Wrong

### Essay

Essay questions require that you provide students with a question or statement. Students are given the opportunity to type an answer into a text field. These types of questions must be graded manually on the Grade Assessment page.



## File Response

Students are required to upload a file from the local drive as the answer to the question. This type of question is graded manually. This question type is a good option if you would like students to work on something before a test and submit it with a test, or if the response to the questions is expected to take a long time to read.

## Fill In Multiple Blanks

This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.

## Fill in the Blank

Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.

## Hot Spot

Students indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer. The following are some examples of uses for this type of question: to locate different parts of the body, to locate areas on a map or to identify parts of the motor.

## Jumbled Sentence

Students are shown a sentence with a few parts of the sentence as variables. The student selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists. This type of question may be useful when teaching about proper grammatical order in a sentence, such as the location of a noun, verb, or adjective.

## Matching

Matching questions allow students to pair items in one column to items in another column. You may include a different number of questions and answers in a Matching question. Students will be granted partial credit for matching questions if they answer part of the question correctly.

## Multiple Answer

Multiple answer questions allow students to choose more than one answer. The number of answer choices is limited to 20. This type of question may be used when more than one answer is correct; students can select the incorrect answers.

## Multiple Choice

Multiple choice questions allow the students a multitude of choices with only one correct answer. In multiple choice questions, students indicate the correct answer by selecting a radio button. The maximum number of choices is 20.

## Opinion Scale/Likert

This question type is based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Students indicate the multiple choice answer that represents their attitude or reaction. When you create an opinion scale question, six answer fields are pre-populated with the following answers (which can be changed to some other response as desired):

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

## Ordering

Ordering questions require students to provide an answer by selecting the correct order of a series of items. 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, he/she will receive four points.

## Quiz Bowl

Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in class contests. The student is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as whom, what, or where, to be marked as correct. Partial credit may be given if the question word is not included in the answer.

## Short Answer

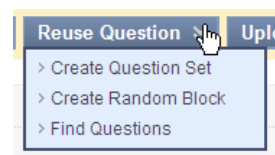
Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. Like essay questions, Short Answer questions must be graded manually. The number of rows is meant as a guideline when entering an answer; it does not impose an absolute limit on answer length.

## True/False

True/False questions allow the student to choose either true or false. True and False answer options are limited to the words True and False.

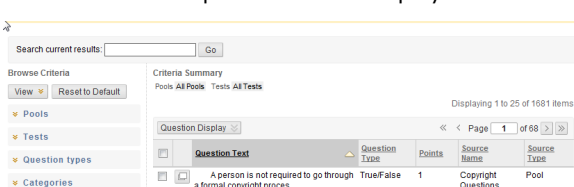
## Reuse Question

If questions are already available in Blackboard in another pool or in a test, you can pull them into a new pool. Click on the double-down arrow on **Reuse Question**. Three options for reusing questions are Create Question Set, Create Random Block and Find Questions.



## Create Question Set

Question Sets are groups of questions that can be presented in a random fashion. Question sets are created by searching and selecting questions, determining the number of points per question and then choosing the number of questions to display to students. If the number of questions to be displayed is less than the list of



questions (example: 3 out of 50), then the questions are randomly distributed so that each

student may be viewing a different set of three questions. If you choose to all of the questions in the set then all students will see the same questions. The questions will still be displayed in random order.

When selecting questions initially all of the questions available (from all pools

and tests) will be displayed. They are organized by the criteria listed on the page. Use the drop-down lists on the left of the screen to limit the search to specific pools or tests.

Use the checkboxes next to the questions listed to select the ones to include in the new pool and click **Submit**.

Question Text	Question Type	Points	Source Name	Source Type
<input checked="" type="checkbox"/> Bluetooth technology is used to connect	Multiple Choice	-	CH12	Pool
<input checked="" type="checkbox"/> According to the textbook, school media centers are becoming	Multiple Choice	-	CH12	Pool
<input checked="" type="checkbox"/> DVD is a format that	Multiple Choice	-	CH11	Pool

## Create Random Block

This feature allows you to use a random selection of questions from a pool. For example, you can decide to pull 5 questions from a 30 question pool. Each time a student takes the test five questions from the pool will be used. The questions will be selected randomly for each student. The instructor will see the questions each student was given when the test is completed. To select questions for a random block you must select the pool(s) to pick from and the type(s) of questions to include. Once you have found the questions to include, click **Submit**,

4. Random Block

Total Questions: 127

Number of Questions to display: 1

Source Pool: CH10, CH11, CH12, Chapter 001 - Instructor Test Items, Chapter 002 - Instructor Test Items, Chapter 003 - Instructor Test Items, Chapter 004 - Instructor Test Items, Chapter 005 - Instructor Test Items

Question Types: Multiple Choice

Update Points:  Cancel Submit

Preview questions that match selected criteria

The random block will be inserted into the test canvas. Once the block is inserted you need to determine the number of questions to select for each student and the point value for the questions.

## Find Questions

All questions from tests and pools will be displayed. Use the selection criteria to limit the questions displayed. Select the questions to include by clicking on the box next to the question. Each question that is selected is added to the selected questions list. Use the **Show List/Hide List** toggle to display the list of selected questions. Questions can be removed from the list by clicking the **X** icon next to the question.

Question Display

Mode  Copy selected questions  Link to original questions

<input type="checkbox"/>	Question Text	Question Type	Mode	Points
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Instructors can choose to copy a question from one test to another or add a link to a question from one test for use in another. The difference is that if a linked question is changed, those changes are reflected everywhere that there is a link to that question.

### To copy questions:

- Select **Copy selected questions**.
- Select questions from the Criteria Summary table.

### To add a link:

- Select **Link to selected questions**.
- Select questions from the Criteria Summary table.
- Click **Submit** when you have finished selecting questions.

## Creating a Pool

Pools are created by entering questions directly into the Pool Canvas or by importing questions from other pools. Once a pool is created it can be used to create tests or surveys. Click on the **Tests, Surveys, and Pools** link under Course Tools in the Control Panel to open the window to access the creation area.

Select **Pools** from the links provided. The **Pool Manager** will be displayed. Pools of questions can be created by entering questions directly into Blackboard or by importing them from another course.

To create a pool by entering the questions directly click on **Build Pool**.

## Build Pool

Enter the name of the pool (this is required) and any description of the pool that is needed.

Submit your information and the **Pool Canvas** will be displayed. There are three options for entering questions into a pool -- **Create Questions**, **Find Questions**, and **Upload Questions**.

You are able to edit the information about the pool by clicking on the double-down arrow next to the name of pool.

The number of questions and the number of points will be displayed as questions are added to the pool.

## Question Settings

Click on **Question Settings** in the upper right corner to control the options available when creating pool questions. Not all options are available for all question types. The question settings for pools are the same as the ones for tests.

Questions can be added to pools by creating questions, by finding questions from other

pools or tests or by uploading questions from other pools.

## Create Question

Blackboard provides a variety of question types for your use. You always start by choosing a question type from the dropdown menu. Question types are the same for tests and pools.

## Find Questions

You can use other tests and pools to create new pools. Click on **Find Questions** and all of the questions available to you will be displayed. You can narrow your search by selecting specific tests or pools or specific types of questions. Select the questions to include by clicking on the selection box next to the questions.

<input type="checkbox"/>	Question Text	Question Type	Points	Source Name	Source Type
<input type="checkbox"/>	A person is not required to go through a formal copyright process.	True/False	1	Copyright Questions	Pool
<input type="checkbox"/>	Computer software can be copied once to create an archival copy...	True/False	1	Copyright Questions	Pool
<input type="checkbox"/>	Dance steps to a musical number on Broadway can be copyrighted. ...	True/False	1	Copyright Questions	Pool

Click **Submit** when you are done.

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	A person is not required to go through a formal copyright process...	True/False	1
<input type="checkbox"/>	Dance steps to a musical number on Broadway can be copyrighted. ...	True/False	1

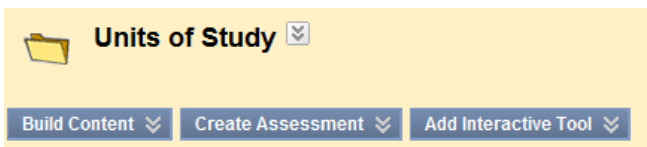
Selected questions will be displayed in the pool. Set the point values by clicking on the selection box next to a question and the entering points in the text box. Click **Update** and the point values for each of the selected questions will be changed.

# Creating a Survey

Surveys are created just like tests. The one exception is that surveys are not graded (there is no point value for each question) and the results are anonymous. They are great tools for polling, evaluations, and random checks of knowledge. Surveys can be created manually by typing in questions or they can be created from a pool or test.

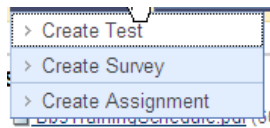
## Deploying Tests/Surveys

Once tests and surveys are created they must be deployed to students in a content area of your course. Select the content area where the materials should be added from the course menu. When **Edit Mode** is ON, each content area provides the following menu bar.



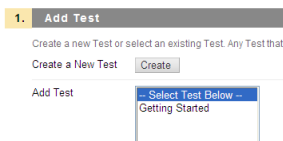
### Create Assessment

This menu contains the options for creating and deploying assessments. Hover over the **Create Assessment** button and a contextual menu of choices drops down. Remember that deploying tests, surveys and assignments creates columns for grades in the **Grade Center**.

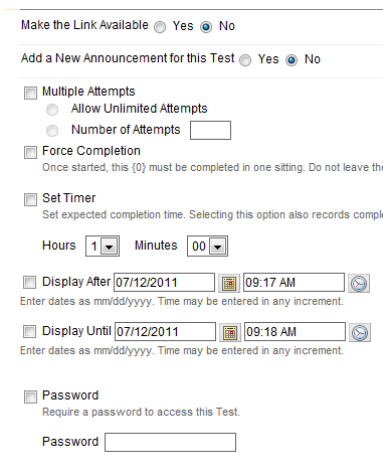


### Create Test

Select this link to deploy or create a new test. Remember, any test that is created must be deployed before it is available to students. Select the test to deploy and click on **Submit**. Note: A test can only be deployed once -- so if you do not see the test you are looking for on the list it may already be deployed.



Test options are set on the next screen. Refer to **Tips for Creating Online Tests in Blackboard** for recommendations about how to deliver tests to students. The options determine when the test is available, how the results will be displayed to the students, how the questions will be presented, and whether the grade will be included in the **Grade Center**.

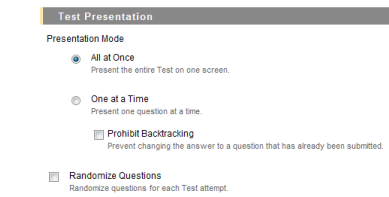
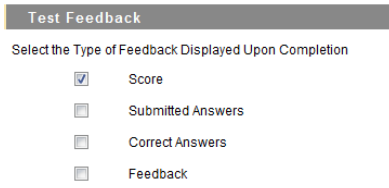
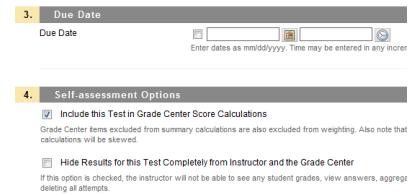


A couple of notes --

- Blackboard will **not** kick a student out when the time is up, however, it will note that more time was used than allotted in the **Grade Center**.
- If you choose to use dates to make the test available to student be sure and change **Make the Link Available** to Yes. It will not show as active until the date you specify.

You have the option to set a due date for the test. The due date will appear in the **Grade Center** and will be displayed for students when they view their grades. If you use the due date field remember to update it each semester with the correct information.

If you plan to use the score in the grade calculation for the students, check the box accordingly. Once you select to hide the score you cannot go back and change it -- you have to re-deploy the test with new settings.



You can select how to present feedback to the students. If the test will be given over time, only show the students their scores when they finish. When all students have finished the exam, release the correct answers to the class.

Determine how you want students to see the questions. Do not randomize questions if you are using random blocks or question sets in the test.

Click **Submit** and the test will be deployed to the content area and a column will be included in the **Grade Center**.

### Create Survey

Select this link create or deploy a survey. Remember, a survey must be deployed to be available for students to respond to it. Select the survey to deploy and click on **Submit**. The survey options will appear on the screen. Survey options are very similar to test options. Use the options to determine when the survey will be available, how the results will be displayed and how the questions will be presented.

Click **Submit** and the survey will be deployed to the area and a column will be included in the **Grade Center**. Remember that surveys are anonymous, so you will not see how individual students responded to questions.

## A View from the Grade Center

As students complete tests and surveys the results will be posted to the **Grade Center**.

Last Name	First Name	Last Access	Example of an /	Group Assignment	Getting Started	Your Impression
Abel	Stan	October 28, 2009	-	-	-	-
Blodgett	G Erin	November 4, 2009	-	-	-	-
Blodgett	Gayle		-	-	-	-

If the question types in a test allow Blackboard to grade the assessment -- a grade will be displayed in the **Grade Center**. When a checkmark is displayed in a survey column it indicates that the student has completed the survey. Because a survey is anonymous you are not allowed to view the responses for individual surveys, but you can gather all of the responses for review.

An exclamation point indicates that the assessment has been completed, but there are parts that need to be manually graded. Note -- if a student exceeds the time limit for a test the **Grade Center** will show and exclamation mark even if all of the items in the exam have been graded by Blackboard. This is done to draw your attention to the late work and allow you to modify the grade if you wish to deduct points for going over the time limit.

