

4- Steps To Creating An Online Assessment

Please contact bbadmin@gvsu.edu to be added as a student in your course, this is needed for the preview of the test.

Step 1. Creating Test Questions

<https://www.cod.edu/it/blackboard/testgenerators.htm>

There are a variety of ways to prepare test questions for Blackboard.

- Type the questions one at a time in Blackboard.
- Import a test bank provided by your textbook publisher.
- Respondus 4.0 Test Author Tool: To request access to Respondus, please contact bbadmin@gvsu.edu
- Type your test in Word and use a third party test generator to automatically format your questions for Blackboard. Read all instructions on question format to assure a clean conversion.
<https://quondam.csi.edu/blackboard/bbquiz/>

Step 2: Create A Blackboard Test At GVSU

<https://www.gvsu.edu/elearn/help/blackboard-creating-and-deploying-a-test-22.htm>

Tutorial Video: <https://gvsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b4dc1dc8-5352-4fce-b7b3-ab8001499373>

- Assure that you have “show answers in random order” selected, per question.
- Feedback per question is not needed. These sections can be left blank.
- After you have uploaded all your test questions, you still need to go by question by question and verify them, set point value, and randomize the answers.

Step 3: Enter Test Instructions (Recommendations)

- This is an area where you can enter information that addresses your test. Recommendations for the type of instructions are below. Instructions should be kept short in the test itself. Additional instructions with videos or web links, should be added as links. Contact eLearning for assistance in embedded links: <https://www.gvsu.edu/elearn/>
- Instructions and links, needs to be entered at the time you are creating the test.

If you have not taken a online test: <https://www.gvsu.edu/elearn/help/blackboard-tests-taking-49.htm>

It is preferred that you use Firefox or Chrome to take the assessment.

Read the question carefully. There may be additional instructions related to the specific question.

- On multiple choice questions, you may think more than one answer is correct, but pick the ONE best answer.
- On multiple answer questions, make sure you select the appropriate number of answers, selecting more or less, may result in a penalty.
- The order of the answers are randomized by the computer, do not “read into” the sequence of answers.
- If the option of “All of the Above” or “All on the List” is presented, assume that no matter what place it appears in the order of answers, it means, ALL OF THE AVAILABLE ANSWERS.

If you are in the middle of the assessment and the browser closes or freezes. Please visit this resource:

<http://southside.edu/blackboard-testing-tips>

If a student(s) is found acting against the university academic integrity policy, the instructor has the ability to report the infraction to the university.

- If you are using Respondus Lock Down Browser here are additional instructions you might want to consider:
<https://web.respondus.com/he/lockdownbrowser/resources/>

Step 4: Set Testing Options (Recommendations)

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options

Test Information:

Exam Name: The name should clearly identify the test.

Test Instructions: Checked **“Show instructions to students before they begin the test.”**

Open a New Test Window: Set option to **“Yes”** unless using Respondus Lock Down Browser.

Test Availability:

Make available to students: Select **“Yes,”** even if test availability date/time are specified.

Multiple Attempts: Leave this option **unchecked** for a single attempt. To discourage cheating, allow 1 attempt.

Score Attempts Using: Is only necessary if you have selected the option to allow multiple attempts.

Force Completion: This option is **NOT RECOMMENDED**.

Set Timer: Check box to enable time limit. Enter duration in minutes. To estimate how long test questions should take in an online format view this discussion: <https://www.chronicle.com/forums/index.php?topic=41228.0>

Auto-Submit: Select **“On.”** To adjust auto-submit for specific student accommodations or DSS requests please contact eLearning: <https://www.gvsu.edu/elearn/>

Display After: Check the box. Select the appropriate date/time. This could align with your standard in-class meeting time or be extended for asynchronous courses.

Display Until: Check the box. Select the appropriate date/time. Test is no longer visible to students, and students can no longer access the test, after this date/time.

Password: Do not enter a password.

Test Availability Exceptions:

Do not set any test availability exceptions, with the initial distribution of the exam. Exceptions can be set for students who have unique accommodations or DSS requests. To set please contact eLearning: <https://www.gvsu.edu/elearn/>

Due Date:

Due Date allows you to specify a due date for the assessment that will show up in student's calendar.

Do not allow students to start the Test if the due date has passed: **Do** check this box.

Self-Assessment Options:

Include Test in Grade Center Score Calculations: **Check the first box to** include test in Grade Center calculations.

Hide Results for Test Completely from Instructor and Grade Center: **Do not select.** If you select this option, you will not be able to access the assessment results, and student attempts will be deleted if option is reversed.

Setting Up Test Feedback:

When: Choose after attempts are graded: Results and feedback are made available to students only after all students submit and all attempts are graded. If students have not submitted an attempt, you must assign a grade of 0 before the class can view results and feedback.

Score per Question: **Do not check this option.** Students will only see their overall test score.

Answers: **Select none of the choices** to prevent test questions from being reviewed after the test is completed.

Feedback: **Do not check this option.** Students can contact the instructor to receive feedback.

Show Incorrect Questions: To control the test questions, **do not check this box.**

Test Presentation:

One at a Time: **Choose this option.** Recommended to discourage cheating in situations where the testing time has been set for testing window, longer than your normal class meeting time.

Prohibit Backtracking: **Check this option.** Recommended to discourage cheating in situations where the testing time has been set for testing window, longer than your normal class meeting time.

Randomize Questions: **Check this option.** Recommended to discourage cheating.