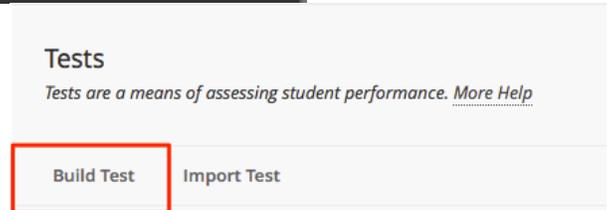
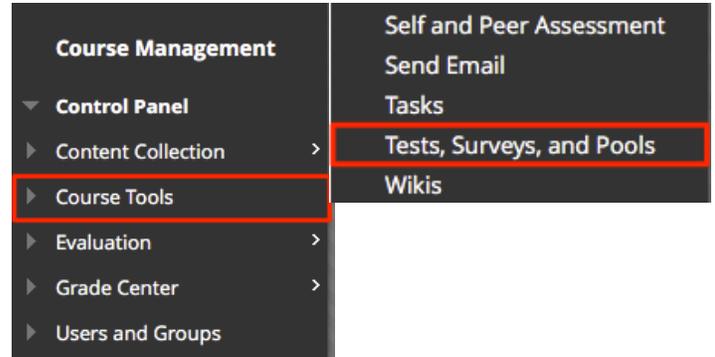


# How to Create, Deploy, and Review Test Results in Blackboard

## Creating a Test

1. From the Control Panel, select **Course Tools** and then select **Tests, Surveys and Pools**.
2. Select **Tests**
3. Select **Build Test**
4. Provide a name for your test, the description and instructions are optional.
5. Click **Submit**.



**TEST INFORMATION**

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  
Description is optional

Path: p Words:3

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  
Provide instructions for your students here...

Path: p Words:6

Click **Submit** to proceed. Click **Cancel** to go back.

- Add questions to your test. Click on the drop-down arrow next to **Create Questions** to view the various question types. Click the question type you wish to add.

*Note: This example will use Multiple Choice*

- Enter the Question Text. Question Title can be left blank.

**QUESTION**

Question Title

\* Question Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

What type of animal is a seahorse?

Path: p Words:7

Test Canvas: Week One Test

The Test Canvas allows you to add and edit ques

**Create Question** Reuse Question

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice**
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer

- Select any wanted question options

**OPTIONS**

If partial credit is allowed, each incorrect answer can specify what perc

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

- Select the Number of Answers, enter the possible answer choices, and mark the correct answer. **Note: Make sure to select correct answer.**

**ANSWERS**

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct  Answer 1. Remove

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Crustacean

Path: p Words:0

Answer 2. Remove

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Arachnid

10. Enter Feedback (optional) for the student to see.
11. Categories and Keywords are not necessary unless you want to use those features.
12. Click **Submit**.
13. Repeat Steps 5-10 to add additional questions to your test.
14. Once done adding questions, click the  button bottom right of the screen.

## How to Deploy a Test

1. Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a test and select the appropriate option from drop-down arrow next to the **Assessments** menu item and select **Test**.

**Note: Edit Mode must be ON**

2. Select the appropriate test from your list of existing tests and click **Submit**.

ADD TEST

Create a new test or select an existing test to deploy.

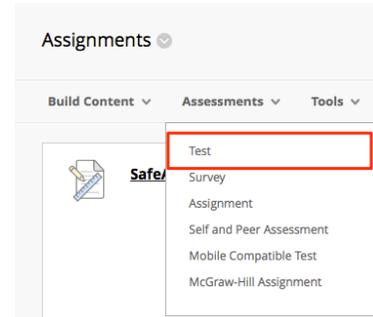
Create a New Test

Add an Existing Test

Select Test Below

Week One Test

Click **Submit** to add this test. Click **Cancel** to quit.



3. Fill out the **Test Information** that you want applied to this test or survey.

TEST INFORMATION

Name

Choose Color of Name

Content Link Description

Description is optional

Path: p Words: 3

Test Description Description is optional

Show test description to students before they begin the test.

Test Instructions Provide instructions for your students here...

Show Instructions to students before they begin the test.

Open test in new window  Yes  No

4. Choose the **Test Availability** options.  
**Note: Make sure that you select “yes” to Make the Link Available or your students will not have the ability to see the survey or test.**

**TEST AVAILABILITY**

Make the link available  Yes  No

Add a new announcement for this test  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

Score attempts using

Force Completion (Not Recommended)  
 Once started, this test must be completed in one sitting. If a student's network connection is interrupted they will not be able to complete the assessment.

Set Timer  
 Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes  
 Auto-Submit  
 OFF  ON  
 OFF: The user is given the option to continue after time expires.  
 ON: Test will save and submit automatically when time expires.

Display After    
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until    
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password   
 Require a password to access this test.

5. Apply **Test Availability Exceptions** specific students may need. You can also come back to this option at a later time point. This feature can be used to allow students to have an extended period of time to take the test, a different amount of attempts, and different availability dates.

**TEST AVAILABILITY EXCEPTIONS**

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

NAME	ATTEMPTS	TIMER	AVAILABILITY
Anna Mennenga_PreviewUser	<input type="text" value="Single Attempt"/>	<input checked="" type="checkbox"/> <input type="text" value="120"/> <input checked="" type="checkbox"/> Auto Submit	

6. Choose a **Due Date** (optional)

**DUE DATE**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

Due Date    
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.  
 Students will be unable to start the Test if this option is selected.

- Choose the **self-assessment options**.
- Choose the **Show Test Results and Feedback to Students** options.

#### SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---Choose--- ▾	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Choose the **Test Presentation** options and then click **Submit** when finished. Results of your test will be found in the Grade Center.

#### TEST PRESENTATION

- All at Once  
 Present the entire test on one screen.
- One at a Time  
 Present one question at a time.
- Prohibit Backtracking  
 Prevent changing the answer to a question that has already been submitted.
- 
- Randomize Questions  
 Randomize questions for each test attempt.

## Exporting/Importing a Test

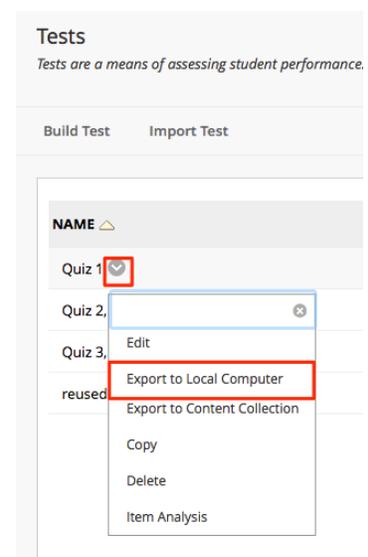
The Test and Survey Managers let you import and export tests and surveys for content reuse and collaboration. Tests or surveys can be reused by exporting the entire test to your local computer, and then importing the file into another course's Test or Survey Manager. When the test or survey is imported, modifications may be made to customize it for the new course.

### Export

**Step 1:** Go to the Control Panel select Course Tools and then select Tests, Surveys and Pools. Select either Tests or Surveys depending on which assessment you wish to export.

**Step 2:** Click the grey arrow and then select export.

**Step 3:** Save the .zip file to your computer. Do not open/unzip it.



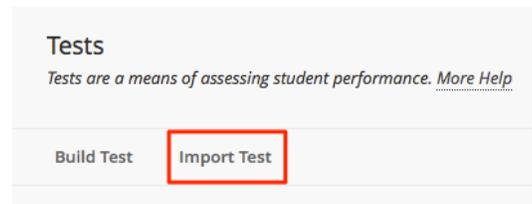
## Import

*Step 1:* Go to the Control Panel of the new course. Select either Tests or Surveys depending on which assessment you wish to import.

*Step 2:* Click Import.

*Step 3:* Browse to the saved .zip file and click Submit.

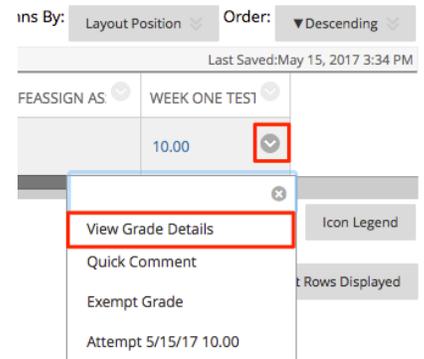
*Step 4:* The test uploads and is added to your tests.



## Reviewing Assessment Results in Blackboard

### Viewing Results

When students take a test in Blackboard, their score is automatically entered in the Grade Center. To view a student's individual question responses, click the down arrow in the student's score field and select **View Grade Details**.



Instructors can also download Survey and Test results to excel. Go to the appropriate assessment column in the Grade Center, click on the grey down arrow and select Download Results.

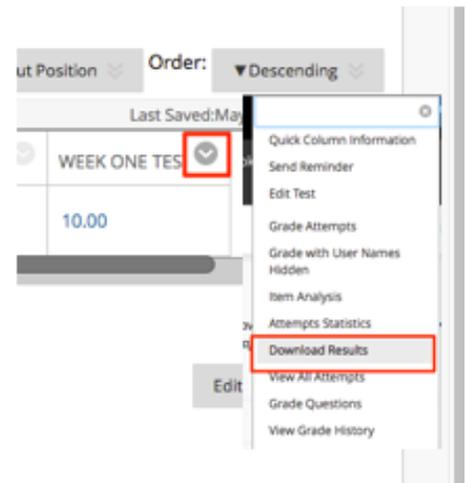
Be sure to select Tab in order to open the file directly in Excel and Then Click to download results.

### DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. ( that have data items separated by tabs. Both are common types c Excel but must be saved as TXT files. Comma-delimited files need the file unreadable by the system when uploading.

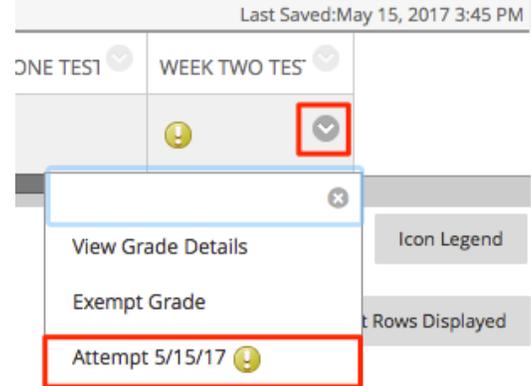
Comma

Tab



## Grading Short Answer Questions

Assessments that require grading (short answer or essay questions) will appear as a yellow exclamation point in the Grade Center. Put your cursor in the Grade Center cell of an individual student's assessment, click the grey arrow, and click the Attempt to see the student's individual answers.



This will open the student's test. You can modify the point distribution for any question by placing your cursor in the textbox for a given question and editing the number of points shown. Then, click Submit to save any changes.

QUESTION 2: ESSAY

9 out of 10 points

What is your favorite color?

Given Answer: Blue

Correct Answer: [None]

## How secure are on-line tests? How can I make them more secure?

In any online test, there is a risk of cheating. At this time, there is no way to be certain your student is the one actually taking the test or is not using sources to find the answers. This does not mean that the test feature in Blackboard should not be used. To increase test security you can add passwords, randomize questions, set time limits, or administer them in a proctored lab environment. One good use of the test feature in Blackboard is for practice or review tests. The Allow Multiple Attempts setting will let the student take the test and return to re-take it after reviewing the material. The random sampling and question pool features are helpful in providing different versions of each test.