Emerging Technologies: Blackboard 9.1

Faculty: Create Tests in Blackboard
There are several ways to create a test in Blackboard 9.1. You can create a test within the test bank which saves all the tests created without assigning them to a particular content area; you can create a test from a test question pool that you've created at an earlier time, or you can create a test directly in the content area in which you want to present it to students. This document will discuss this last option as one of the simplest ways to create a test and view student attempt submissions.

Create a Test Directly within a Content Area

1. Login to Blackboard 9.1.
2. Open the course in which you wish to work.
3. Navigate to the content area in which the test will be deployed.
4. Click Assessments in the Action Menu, then select Test:

   ![Content Menu](Image)

5. On the “Create Test” screen, note two options in Section 1:
   a. Select Create a New Test to proceed with building a new test.
   b. Select Add Test when a test already exists in the course, stored in the “ Tests, Surveys and Pools” tool, but has not yet been placed in a content area for students to access (has not yet been deployed). Choose a preexisting test to proceed with making it accessible to students.

Create a New Test

1. To build a new test, click the Create button on the “Create Test” screen.
2. On the Test Information screen, enter a name, a description, and any necessary instructions.
3. Click Submit to save this information.
4. A green “Success” message should appear in a green banner at the top of the “Test Canvas” page.
5. From the “Test Canvas,” click the gray Question Settings button at the upper right of the screen.
   a. Enable the necessary options for the creation of your intended questions. For example, the ability to add images, files and web links to questions and/or answers, or to specify the random ordering of answers, among other options. The default point value for questions can also be changed from the system default value in the “Test Question” Settings.
   
   NOTE: The default point value will apply only to questions created after editing this setting.
   
   b. Click Submit to save selections on the “Test Question” Settings page.
6. Back on the “Test Canvas,” review the test’s name, description, and instructions. If editing is needed:
   i. Click the gray circle icon next to the test name at the top of the Test Canvas.
   ii. Select Edit on the resulting menu, then make the desired changes.
   iii. Click Submit to save alterations.
7. To begin adding questions to the "Test Canvas," click the **Create Question** button, then select a question type:

```
<table>
<thead>
<tr>
<th>Create Question</th>
<th>Reuse Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated Formula</td>
<td></td>
</tr>
<tr>
<td>Calculated Numeric</td>
<td></td>
</tr>
<tr>
<td>Either/Or</td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td></td>
</tr>
<tr>
<td>File Response</td>
<td></td>
</tr>
<tr>
<td>Fill in Multiple Blanks</td>
<td></td>
</tr>
<tr>
<td>Fill in the Blank</td>
<td></td>
</tr>
<tr>
<td>Hot Spot</td>
<td></td>
</tr>
<tr>
<td>Jumbled Sentence</td>
<td></td>
</tr>
<tr>
<td>Matching</td>
<td></td>
</tr>
<tr>
<td>Multiple Answer</td>
<td></td>
</tr>
<tr>
<td>Multiple Choice</td>
<td></td>
</tr>
</tbody>
</table>
```

8. On the "Create/Edit Question" page, the necessary fields are the "Question Text" and "The Answers" (both the text and the key). Other available fields (Options, Feedback, Categories and Keywords, Instructor’s Notes) are optional and are mostly provided for advanced organization methods in order to facilitate the reuse of questions. The available options will depend on the particular type of question chosen (Multiple Choice, True/False, Matching, Essay, etc.).

9. When the question text, answer text, correct response key, and applicable options are completed, click the **Submit** button to add the question to the Test Canvas.

10. Repeat steps 7-10 to add another question.

11. When all questions have been added to the test, scroll down the Test Canvas and click the **OK** button at the bottom right of the screen.

12. Back on the "Create Test" screen, the newly created test will be listed in the "Add Test" box and should be highlighted; then click the **Submit** button.

13. The test is now created, but the "Test Options" must still be set.

**Edit the Test Options**

1. On the "Test Options" page, the test name can be altered, as well as the test description. The option to specify whether the test will open in a new window is also offered.

2. In section 2, the "Test Availability" is set. Choose whether to make the test visible to students (optional date and time availability restrictions are offered further down the page).

**NOTE:** If "Make the Link Available" is set to "Yes" with no other restrictions chosen, the students will be able to see the test. If "Make the Link Available" is set to "Yes," but "Display After" and "Display Until" restrictions are set, students will be able to see the test only between those dates.
3. Also in Section 2, you may specify whether to:
   a. Generate a new announcement alerting students that a test is available.
   b. Allow multiple attempts (unlimited attempts, or limited to a specific number).
   c. Force completion of the test so that once students have started they cannot save and come back to the same attempt (Yes/No).
   d. Set "Timer," which will be visible during the attempt.
      i. Enact the "Auto-Submit" feature which will automatically save and submit a student's attempt when the timer is up.
   e. Optionally select display restriction dates/times to limit students' access to the test.
   f. Require a password to attempt the test.
4. In section 3, change the availability of the test.
5. In section 4, create a due date for the assignment
6. In section 5, select whether to include the test in "Grade Center" score calculations or to completely hide results for the test from both the instructor and the students.

**NOTE:** The "Hide Results for this Test Completely from Instructor and the Grade Center" option is not recommended as it cannot be reversed without deleting existing attempts.

7. In section 6, determine which types of feedback and scores are shown to students. They can be changed by when a student completes the test.

**NOTE:** Students will be able to access this feedback at any time after submitting their attempts and not only immediately afterward. If cheating is a concern, you might consider keeping the feedback to a minimum (score) until the attempts are all submitted, then allowing students a set amount of time to access the additional feedback before reverting to only the score again.

8. In section 7, specify whether the test should present all of the questions at once on a single page that will require the student to scroll down to progress with the attempt, or to present questions one at time, which will require students to advance to a new page for each question.
   a. The "One-At-a-Time" presentation mode has a sub-setting to prevent students from backtracking (returning to earlier questions after advancing past them).
9. Also in section 6 is the option to randomize the ordering of the test questions so that they are presented in a different order for each test attempt.
10. After filling out the necessary "Test Options," scroll down and click the **Submit** button.

**View Submissions**

Once students submit their test attempts, the individual submissions can be opened from the "Grade Center," or all submissions can be downloaded at once and viewed in a spreadsheet. To view submissions or download:

1. Login to Blackboard 9.1.
2. Open the course within which you wish to work.
3. In the "Control Panel," click to expand **Grade Center** and select **Full Grade Center**.
4. Scroll to the grade column associated with the test that has attempts to be graded.
5. Mouse over one of the grade cells containing a score or a green box with an exclamation point and click the **gray circle** icon when it appears.

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6. Select View Grade Details to see information about the attempt, or select the Attempt itself, signified by the date of the submission with a “needs grading” icon or a score:

![View Grade Details]

7. To view the attempt from the “Grade Details” page, click the View Attempts button (circled below) or click the Grade Attempt button (circled below) located to the right of the attempt to be opened:

![Current Grade]

8. The Grade Details page displays additional information about the submissions and options for grading. Of particular interest for exam submissions is the date/time information on the attempt, including the creation and submission times. Other details:
   a. Exempt button – removes the attempt from Grade Center calculations. A blue square will appear in a grade cell for a grade that has been exempted.
   b. Clear Attempt button–deletes the user’s attempt to allow that student to resubmit the assignment or test.
   c. Ignore Attempt button – clears a user’s attempt so that the assignment or test can be submitted again. In contrast to the action of the Clear Attempt button, the user’s attempt will be retained for reference.

   NOTE: Changes to attempts or grades will be reflected in the Grade History tab on the Grade Details page.

9. To see how long a student takes per question you can use the Test Access Log Feature. Using this feature allows you to see what questions give students the most trouble or where they excel.