Tests and Surveys

Instructors can create online tests and surveys in Blackboard.

  When a student submits a **test**, it is automatically graded by Blackboard and recorded in the Grade Center. (All questions are automatically graded except fill in the blank, essay, and file response types.)

  Surveys function in many of the same ways as tests and offer most of the same options. However, survey questions are not assigned a point value and are not graded. Individual survey responses are kept anonymous; results are aggregated and viewed through the Grade Center.

Please see the 'Helpful Tips' section at the end of this tutorial for recommended suggestions when creating tests and surveys.

Creating a Test

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'
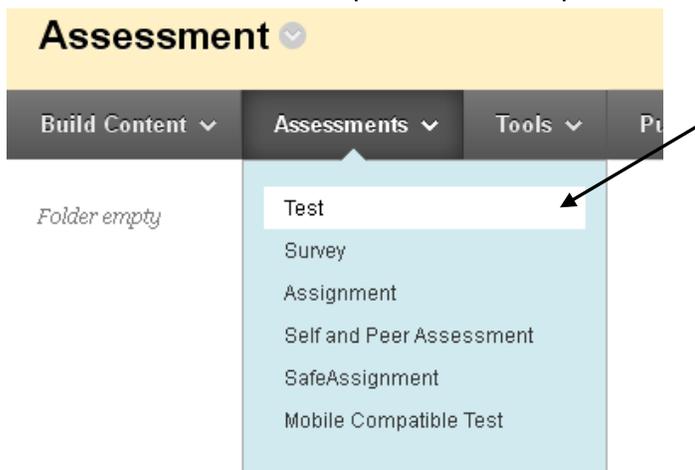
   Edit Mode is: **ON**

2. Navigate to the area of the course where you want to add the test. In this example, we'll navigate to a content area we created called 'Assessment.'

   Assessment

   Build Content ∨   Assessments ∨   Tools ∨   Publisher Content ∨
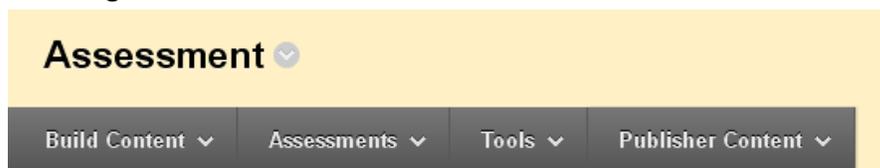
   Folder empty

3. Click the 'Assessments' dropdown at the top and select 'Test.'

   Assessment

   Build Content ∨   Assessments ∨   Tools ∨   Pu

   Folder empty

   Test
   Survey
   Assignment
   Self and Peer Assessment
   SafeAssignment
   Mobile Compatible Test

4. Click the 'Create' button to begin creating a new test.

1. Add Test

Create a new Test. There are no Tests to add.

Create a New Test   [Create]

5. Give the test a name. Fill in a description and instructions if desired – these are optional. Click Submit.

* *Indicates a required field.*   [Cancel] [**Submit**]

1. Test Information

* Name   [Quiz Week 1]

Description

[Normal | 3 | Arial | **B** *I* <u>U</u> abe | x_2 x^2 | ≡ ≡ ≡ | ...]

Path: body

Instructions

[Normal | 3 | Arial | **B** *I* <u>U</u> abe | x_2 x^2 | ≡ ≡ ≡ | ...]

Path: body

6. Add questions to your test. Click on the **Create Question** drop down to view the various types of questions and select from the list. In this example, we'll choose 'Multiple Choice.'
Note: 'Question Settings,' top right, allows you to adjust the default options available when creating questions. (For example: the ability to add images or audio files to a question, provide a feedback area for individual answers, etc.)

Test Canvas: Quiz Week 1 ⌄

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. More Help

Create Question ⌄   **Reuse Question** ⌄   **Upload Questions**   **Question Settings**

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response   eate Question drop-down list.
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
True/False

> Click here to adjust options when creating questions, such as the ability to add image or audio files to questions.

7. Enter a question title, if desired, followed by the question text.
   Note: The question title is not seen by students. It is there to help instructors easily locate the question from the question pool created in Blackboard.

1. Question

Question Title   beehive_state

✳ Question Text

| Normal | 3 | Arial | **B** *I* <u>U</u> ~~abe~~ x_2 x^2

Which state is known as the 'beehive state?'

8. Select options for answer numbering, answer orientation, allowing partial credit, and showing the answers in random order.

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering	None
Answer Orientation	Vertical
Allow Partial Credit	☐
Show Answers in Random Order	☑

9. Select the number of answers from the dropdown, enter the possible answer choices, and mark the correct answer using the radio button to the left of the answer that is correct.
Note: The default number of answers is set to 4. If you want less than 4, click the 'Remove' button to the right of one of the answer boxes.

3. Answers

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

Number of Answers 4

Correct

○ Answer 1.   Remove

Normal   3   Arial   B I U abe x₂ x²

Colorado

Path: body » font

◉ Answer 2.   Remove

Normal   3   Arial   B I U abe x₂ x²

Utah

Path: body » font

○ Answer 3.   Remove

Normal   3   Arial   B I U abe x₂ x²

Wyoming

10. Enter feedback (optional) for the student to see.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response
Feedback

| Normal | 3 | Arial | | **B** *I* U abe x₂ x² | ☰ ☰ ☰ | | ☰ ☰ |

Correct! Utah is known as the beehive state and was founded in 1896.

11. Add a category, topic, level of difficulty, or topic to the question if desired. These items (all optional) help to categorize your questions in the question pool.

5. Categories and Keywords

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X i existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories   None   Add

Topics   None   Add

Levels of Difficulty   None   Add

Keywords   None   Add

12. Add instructor notes if desired (optional, and only seen by the instructor).

6. Instructor Notes
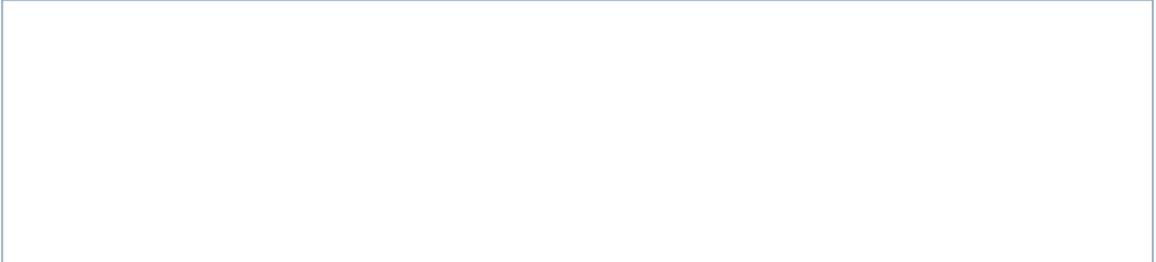
Instructor Notes

13. Click **Submit.**

Submit

14. The question(s) will be added to the test canvas. Add point values to each question individually, or select multiple questions and add points to more than one question at a time. Click Update.

Select multiple questions and enter a common point value for all. Click Update.

Click here to set points for individual questions.

Select: All None | Select by Type: - Question Type -

Delete | Points 5 | Update | Hide Question Details

Points: 2

1. Multiple Choice: beehive_state: Which state is known as the 'beehive...

Question — Which state is known as the 'beehive state?'
Answer — Colorado
✓ Utah
Wyoming
Arizona
Correct Feedback — Correct! Utah is known as the beehive state and was founded in 1896.

Points: 2

2. Multiple Choice: first_pres: Who was the first president of the U...

Question — Who was the first president of the United States?
Answer — ✓ Washington
Adams
Franklin
Jefferson

15. Repeat Steps 6-14 to add additional questions to your test.

Note: Actual steps will differ depending on which type of question you select.

Note: Questions can be re-ordered by dragging and dropping them to a new position. Edit or delete questions by clicking the option menu to the right of the question title. Hover over the question and the icons will appear:

2. Multiple Choice: first_pres: Who was the first president of the U...

Drag and Drop icon

Option menu

16. When finished adding questions, click 'Ok' at the bottom right.

   Note: At this point, your test has been created but has not yet been added to your site.
   See 'Deploying a Test or Survey' to add the test to your site.

Creating a Survey

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'
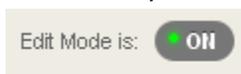
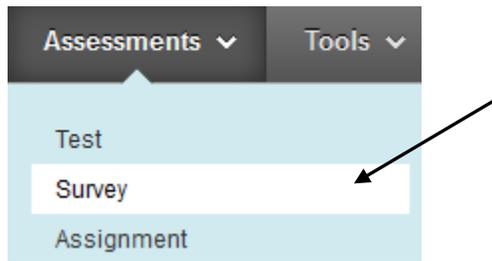2. Navigate to the area of the course where you want to add the survey. In this example,
   we'll navigate to a content area we created called 'Assessment.'

3. Click the 'Assessments' dropdown at the top and select 'Survey.'

4. Click the 'Create' button to begin creating a new survey.

1. Add Survey

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

Create a New Survey   Create

5. Give the survey a name. Fill in a description and instructions if desired – these are optional. Click Submit.

1. Survey Information

* Name   Course Survey

Description

Path: body

Instructions

Submit

6. Add questions to your survey. Click on the **Create Question** drop down to view the various types of questions and select from the list. In this example, we'll choose 'Opinion Scale/Likert.'
Note: 'Question Settings,' top right, allows you to adjust the default options available when creating survey questions. (For example: specifying random ordering of answers.)

Survey Canvas: Course Survey ⊙

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. More Help

| Create Question ⌄ | Find Questions | Upload Questions | | Question Settings |

Calculated Formula
Calculated Numeric
Either/Or
Essay
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
True/False

eate Question drop-down list.

Click here to adjust options when creating questions

7. Enter a question title, if desired, followed by the question text.
   Note: The question title is not seen by students. It is there to help instructors easily locate the question from the question pool created in Blackboard.

1. Question

Question Title   final_project

※ Question Text

| Normal ▾ | 3 ▾ | Arial ▾ | **B** *I* U̲ a̶b̶e̶ | x₂ x² | | | |

I feel that participating in the final project greatly improved my understanding of the course material.

8. Select options for answer numbering, answer orientation, and showing the answers in random order.

2. Options

If partial credit is allowed, enter a percentage of the total points given for th

Answer Numbering   None   ▾

Answer Orientation   Horizontal ▾

Show Answers in   ☐
Random Order

9. Select the number of answers and enter the possible answer choices.
   Note: If you want less than the default number of answers, click the 'Remove' button to the right of one or more of the answer boxes.

3. Answers

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

Number of Answers   5 ▾

Answer 1.   Remove

Normal ▾   3 ▾   Arial ▾ | **B** *I* U abe | x₂ x² | ≡ ≡ ≡ | 📄 📄 |
≣ ≣ ≣ ≣
▾

Strongly Agree

▴ Path: body

Answer 2.   Remove

Normal ▾   3 ▾   Arial ▾ | **B** *I* U abe | x₂ x² | ≡ ≡ ≡ | 📄 📄 |
≣ ≣ ≣ ≣
▾

Agree

▴ Path: body

Answer 3.   Remove

Normal ▾   3 ▾   Arial ▾ | **B** *I* U abe | x₂ x² | ≡ ≡ ≡ | 📄 📄 |
≣ ≣ ≣ ≣
▾

Neither Agree nor Disagree

10. Add a category, topic, level of difficulty, or topic to the question if desired. These items (all optional) help to categorize your questions in the question database.

4. Categories and Keywords

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the ques*
complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories   None Add

Topics   None Add

Levels of Difficulty None Add

Keywords   None Add

11. Add instructor notes if desired (only seen by the instructor).

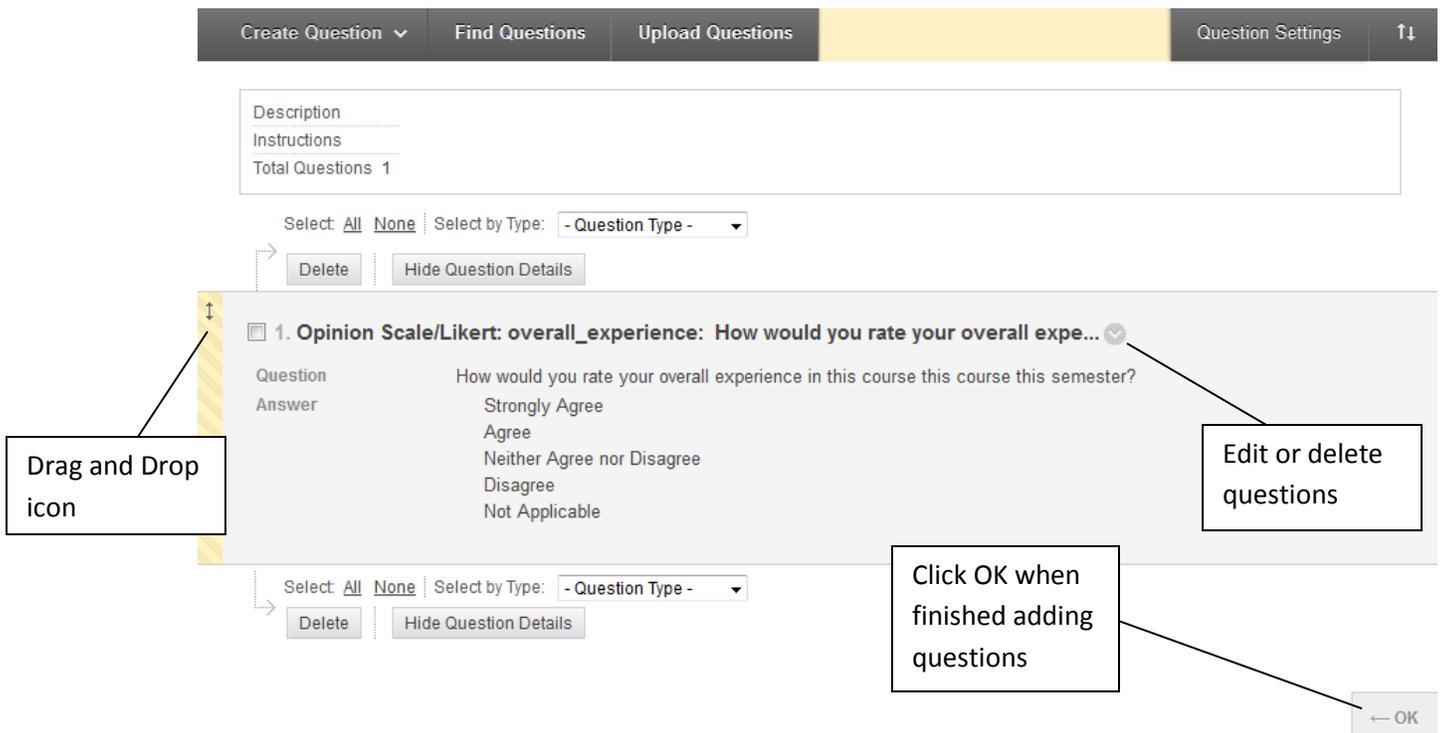**5. Instructor Notes**

Instructor Notes

12. Click **Submit.**

Submit

13. The question will be added to the survey canvas. Repeat Steps 6-12 to add additional
questions to your survey.

Note: Actual steps will differ depending on which type of question you select.

Note: Questions can be re-ordered by dragging and dropping them to a new position.
Edit or delete questions by clicking the option menu to the right of the question title.
Hover over the question and the icons will appear:

When finished adding questions, click 'Ok' at the bottom right.

Note: At this point, your survey has been created but has not yet been added to your
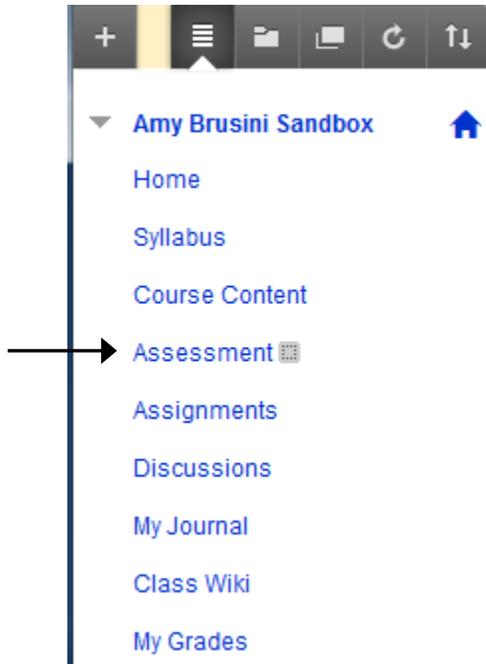site. See 'Deploying a Test or Survey' to add the survey to your site.

Deploying a Test or Survey

*(If you are still logged in and in the test creation process, you can skip ahead to step 4 of this section.)

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

   Edit Mode is: **ON**

2. From your course menu on the left, choose where you want to display the test/survey. In this example, we'll select the 'Assessment' area.

   Amy Brusini Sandbox
   Home
   Syllabus
   Course Content
   → Assessment
   Assignments
   Discussions
   My Journal
   Class Wiki
   My Grades

3. From the 'Assessments' dropdown, choose 'Test' or 'Survey.' (In this example, we'll deploy a test.)

   Assessments ⌄   Tools ⌄
   Test
   Survey
   Assignment
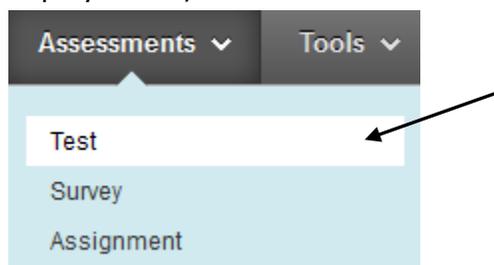
4. Select the test/survey to be added from the 'Add' list. Click Submit:

1. Add Test

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

Create a New Test   [Create]

Add Test   -- Select Test Below --
Quiz Week 1
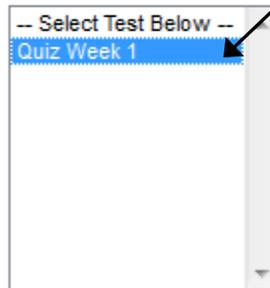
[Submit]

5. Fill in the options:

Step 1: The name will already be filled in. Add a description if desired, and decide whether to open the test/survey in a new window.

Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation. More Help

✱ *Indicates a required field.*   [Cancel] [Submit]
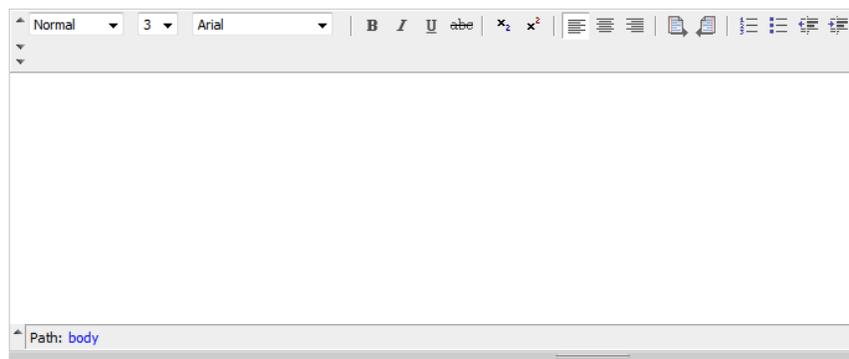
1. Test Information

✱ Name   Quiz 1

Choose Color of Name   ■ ⌄ Black

Description   Text Editor is: ● ON

Normal ▼ 3 ▼ Arial ▼ | **B** *I* U̲ a̶b̶e̶ | x₂ x² | ≡ ≡ ≡ | 🗎 🗏 | ≟ ≟ ⇥ ⇤

Path: body

Open Test in New Window ○ Yes ◉ No

Step 2: Fill in availability options.

Note: The link must be made available for students to view the test/survey.

Note: The use of the 'Force Completion' option is not recommended at this time. When this setting is on, it is very easy for students to accidentally hit the wrong key or button and the test is then automatically submitted, whether they are finished or not.

Note: Auto-Submit 'ON' will save and submit the test automatically for the student when the time expires.

Step 3: Add any Test Availability Exceptions: Click the 'Add User or Group' button to create availability exceptions for a student or group of students. Adjustments can be made to the number of attempts, the timer, the availability period, and the force completion setting. Click the 'X' to remove the exception. This is especially helpful when accommodating those with disabilities or for those needing to make up a test.

Step 4: Fill in the Due Date and optionally prevent students from taking the test once the due date has passed, if desired:

Step 5: Fill in Self-assessment options. **Note:** For surveys, only the first option is available.

Step 6: Choose when and what type of feedback to give to students upon completion of a test or survey. Up to two rules can be set. This is helpful if instructors want to wait until all tests are submitted before exposing correct test answers; they no longer have to log back in and change feedback settings. **Note:** For surveys, only 'Status,' 'All Answers,' and 'Submitted Answers' are available.

6. 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.

When ⓘ	Score ⓘ	Answers ⓘ			Feedback ⓘ	Show Incorrect Questions ⓘ
After Submission	✔	☐ All Answers	☐ Correct	☐ Submitted	☐	☐
After Availability End Date 03/14/2014 12:00 PM	✔	✔ All Answers	✔ Correct	✔ Submitted	✔	✔

Step 5: Choose how the test/survey is presented and whether to randomize questions. Click Submit.

6. Test Presentation

Presentation Mode

⦿ 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.

> **Please note**: Presenting questions 'One at a Time' may help ensure that students remember to save their answers as they progress through the test.

6. The test/survey is now added to the content area.

Student Assessment ⊘

Build Content ⌄   Assessments ⌄   Tools ⌄

Quiz 1 ⊘
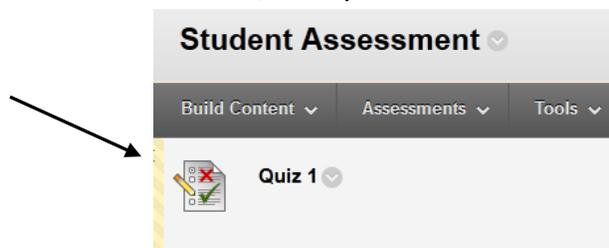
Viewing/Editing Test Results

1. To view or edit student test grades, click on the Grade Center link in the Control Panel (lower left hand side) and select 'Full Grade Center.'

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection

▶ Course Tools

▶ Evaluation

▼ Grade Center

    Needs Grading

    Full Grade Center

▶ Users and Groups

▶ Customization

▶ Packages and Utilities

2. Locate the particular column to view or edit results. Grades are automatically entered into the Grade Center when students complete a test (unless the test includes short answer or essay questions which require manual grading – see 'Grading Short Answer and Essay Questions' below).

Grade Information Bar

Last Name	First Name	Last Access	Quiz Week 1
student	test01	January 11, 2013	5.00
student	test02	January 11, 2013	3.00

Selected Rows: 0

3. To view individual responses, click the option menu inside the cell containing the test result and choose 'Attempt (date)' to directly view the student attempt.

Quiz Week 1
5.00
3.00

Quiz Week 1	Essay Test	Homework
5.00	9.00	8.00
3.00	8.00	9.00

View Grade Details

Quick Comment

Exempt Grade

Attempt 1/11/13 3.00

4. The student attempt is displayed. Here the instructor can view responses and edit points for each question, if desired. Navigation buttons can be used to navigate through each test. Click 'Save and Exit' when finished.

Navigation buttons

User: **test02 student (Attempt 1 of 1)** ✓   Exit   Save and Exit   ‹ **2 of 2** ›
View: **Full Grade Center**

⌄ Test Information

Question 1:   **Multiple Choice**

| 0 | out of 2 points |

Which state is known as the 'beehive state?'

Given Answer: ❌
Colorado

Correct Answer: ✓
Utah

Edit points here

Question 2:   **Multiple Choice**

| 3 | out of 3 points |

Who was the first president of the United States?

Given Answer: ✓
Washington

Correct Answer: ✓
Washington

Grading Tests with Short Answer, Essay, or File Response Questions

Blackboard will automatically grade all test questions except short answer, essay, and file response type questions.

1. Click on the Grade Center link in the Control Panel (lower left hand side) and select 'Full Grade Center.'

COURSE MANAGEMENT

Control Panel
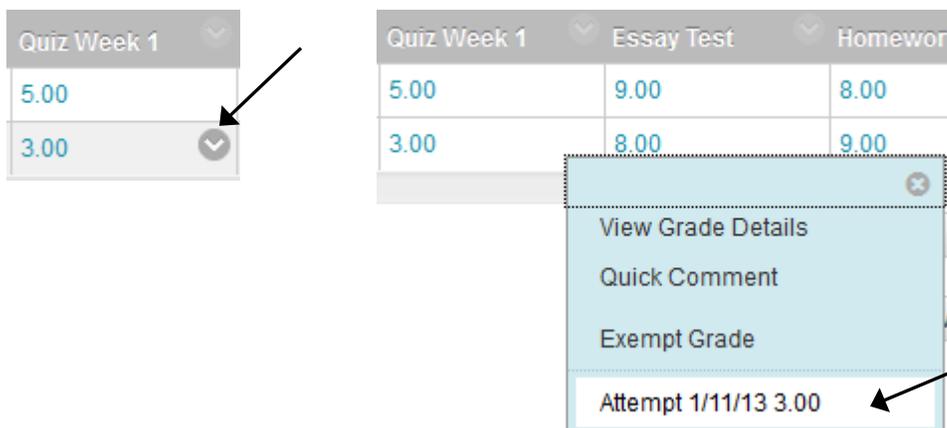
▶ Content Collection

▶ Course Tools

▶ Evaluation

▼ Grade Center
   Needs Grading
   Full Grade Center

▶ Users and Groups

▶ Customization

▶ Packages and Utilities
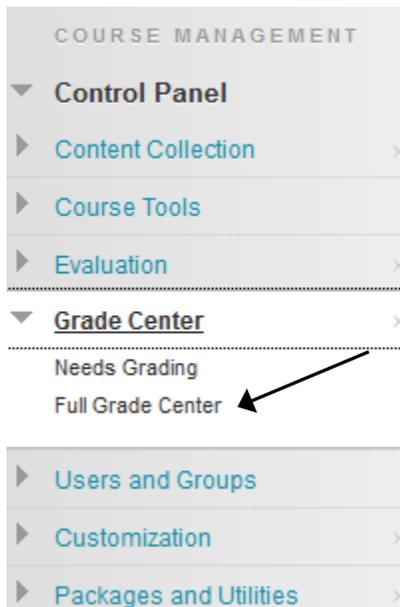
2. From the Grade Center, locate the particular column to grade. The grades will display as a yellow exclamation point to let you know the test needs grading.

Grade Information Bar					
Last Name	First Name	Demo Quiz	Quiz Week 1	Course Survey2	
student	test1	--	⚠	✓	
student	test2	--	19.00	✓	
student	test3	--	19.00	✓	

3. To view individual responses, click the option menu inside the cell containing the exclamation point and choose 'Attempt (date)' to directly open the attempt that needs grading.

Quiz Week 1
⚠
19.00

Quiz Week 1   Course Survey2   Midterm
⚠   ⚠
19.00   ✓
19.00   View Grade Details
               Exempt Grade
               Attempt 3/11/14 ⚠
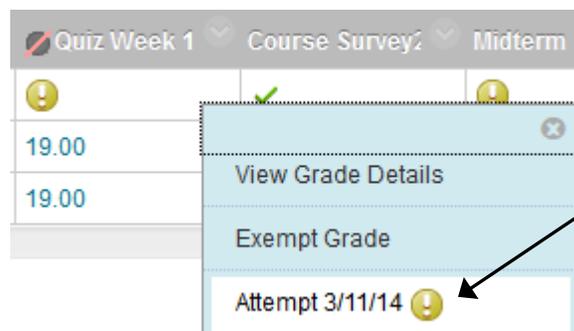
4. The student's test is displayed. Locate the short answer, file response, or essay question(s) to be graded and enter the point value on the right hand side. Enter feedback for the student in the text box (optional). Use the navigation buttons at the top to navigate through each student's test, if desired. Click 'Save and Next' or 'Save and Exit' when finished.

User: **test1 student (Attempt 1 of 1)**   Exit   Save and Exit   **Save and Next**   ‹ 1 of 3 ›
View: **Full Grade Center**

Enter points here

Question 3: Short Answer   5   out of 5 points

Hello, my name _____(to be) Anne and I _____(to come) from England. I _____ (to arrive) two years ago.
Given Answer: is, come, arrived

Correct Answer: ✔
                      is
                      come
                      arrived

Response Feedback: T T T T   Paragraph ▾ Arial ▾ 3 (12pt) ▾ ⋮≡▾ ⋮≡▾ T▾ ✎▾ ⬚ 🖵 i ⤢ ⌃
                      ✂ ▢ ▢ Q ↻ ⟳ ≡ ≡ ≡ ≡ ⋮≡ ⋮≡ Tˣ Tₓ ⧉ ⥂ ▸¶ ¶◂ ─ ─ ⌣ ✓ ▾
                      fₓ ✦Mashups ▾ ¶ ❝ © ☺ ⚓ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ▢ ▢ HTML CSS

                      Good job with this one.

5. The grade now displays in the grade book column.

	Last Name	First Name	Demo Quiz	Quiz Week 1	Course Survey2
☐	student	test1	--	24.00	✔
☐	student	test2	--	19.00	✔
☐	student	test3	--	19.00	✔

Grade Information Bar   Last Saved:M

Viewing Survey Results

When students complete a survey, the completion status is automatically entered into the Grade Center (green check marks).

Grade Information Bar   Last Save

	Last Name	First Name	Last Access	Course Survey	Quiz Week 1
☐	student	test01	January 11, 2013	✔	5.00
☐	student	test02	January 11, 2013	✔	3.00

Selected Rows: 0   ◂ ⌷ III ⌷

1. To view overall survey results, click the option menu at the top of the survey column and choose 'Attempts Statistics.'

   Note: It is not possible to view individual student responses to surveys – these are kept anonymous.

Course Survey ⌄
✓
✓

⊗
Quick Column Information
Edit Survey
Attempts Statistics
Download Results
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide Column
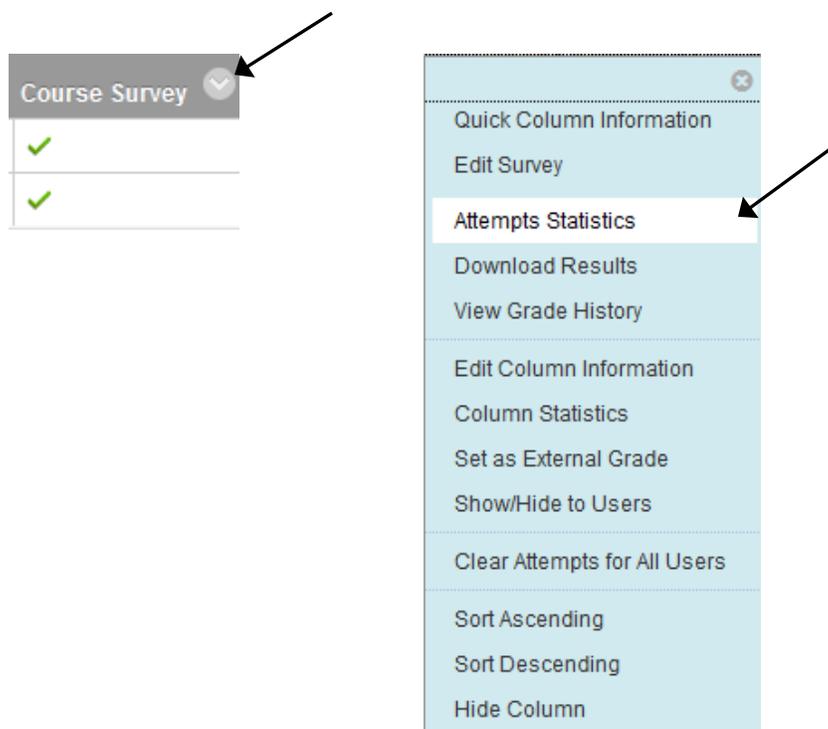
2. The statistics page shows how many students submitted the survey as well as the percentage breakdown of each response within each question.

Survey Statistics: Course Survey

The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics.

Name	Course Survey
Attempts	2 (Total of 2 attempts for this assessment)
Instructions	
Alignments	

Question 1: Opinion Scale/Likert

I feel that participating in the final project greatly improved my understanding of the course material.

	Percent Answered
Strongly Agree	0%
Agree	50%
Neither Agree nor Disagree	50%
Disagree	0%
Not Applicable	0%
Unanswered	0%

Helpful Tips when creating Tests/Surveys:

- Avoid using the 'Force Completion' setting if possible. When this setting is on, it is very easy for students to accidentally hit the wrong key or button and the test is then automatically submitted, whether they are finished or not.
- Consider allowing more than one submission attempt in case of technical difficulty, so that students can easily retake and re-submit a test if necessary.
- Avoid creating large exams involving many/complex questions which are presented all at once (50 questions is considered large).
- Large tests create more server load - consider breaking large tests into smaller tests taken in sequence.
- When groups of users submit tests/surveys at the same time, it can lead to failure due to application overload. When giving large in-classroom exams, please stagger the submissions.
- Train users to save their attempt every 10-15 minutes (but avoid too-frequent saves, which overload the application).
- When using random selection of questions from pools, keep the overall exam especially short.
- **Avoid Long Essay Questions:** Typing into a text box on Blackboard does not register as browser activity; thus, typing for an extended period of time puts the individual at risk for session time-out. In order to get around this issue, long essay questions could be broken down into several short answer questions, or a 'File Response' question type may be used to allow students to upload a pre-written file (like a Microsoft Word .doc or an Adobe .pdf). If this question type is used for a file that has not been pre-written, meaning that students are asked to write their response outside of Blackboard while the Blackboard test is open and running, students MUST return to the Blackboard test to then upload the file, at which time Blackboard may have timed out.
- **Conduct a low stakes exam or pilot trial:** When test/survey problems do occur, there are few remedies available other than clearing the attempt. Therefore, as in introducing any new technology in a teaching and learning situation, it is highly recommended that all instructors contemplating use of the Blackboard test/survey feature first conduct a pilot trial of the technology before using this feature in a live situation that will count towards a grade. For example, create a quick test on the content contained in the syllabus and deliver it on the first week of class. Your students will get experience on a tool they may not have used in the past and as the instructor, you can head off any future issues with your exams.