

## Blackboard Tests

### Creating online assessment activities for your students

You can use Blackboard to set online tests for your students. There are around 20 different types of test available within Blackboard, including

- Calculated Formula
- Fill in the Blank
- Hot Spot
- Multiple Choice
- Short Answer

In cases such as Multiple Choice where an answer is either right or wrong, Blackboard will also mark the students' work, provide feedback (determined in advance by the lecturer), and enter the score into the Grade Centre. The Instructor can then view students' scores in the Grade Centre, and provide further support where needed – *see the separate user guide on the Blackboard Grade Centre*.

It is possible to export a Test (or sets of questions) from one Blackboard course to another – *see separate user guides on copying and sharing Tests*.

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### Sequence for setting up a Test

Making use of a Test in Blackboard involves the following steps:

1. create test
2. make test available to students
3. view test results via the Grade Centre

or possibly

1. create pool of questions
2. select questions for test

3. make test available to students
4. view test results via Grade Centre

or even

1. create questions offline
2. upload questions into Blackboard
3. select questions for test
4. make test available to students
5. view test results via Grade Centre

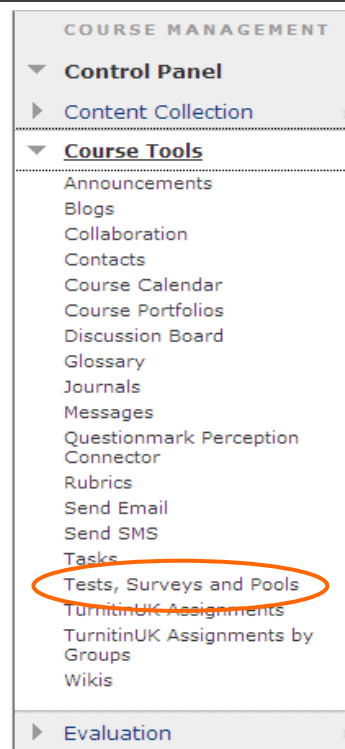
This guide will look at the simplest options, but please be aware that, if you are prepared to spend time on it, you can customise your Test in many different ways.

## Creating a Test

There are other ways of doing it, but best practice is probably to create your Test first, then deploy it in a content area (e.g. Assignments).

Go to

**Control Panel > Course Tools > Tests, Surveys & Pools**



Then click on **Tests**

**Tests, Surveys and Pools**

**Tests**

*Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not graded automatically.*

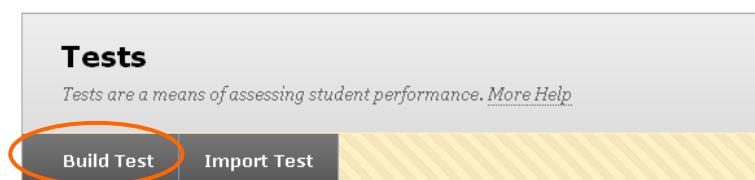
**Surveys**

*Surveys are not marked. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder so that students may respond to the survey.*

**Pools**

*Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.*

Click on **Build Test**



Provide a Name and (optionally) a Description for the Test.

 A screenshot of the 'Test Information' form. At the top, it says 'Test Information' and provides instructions: 'Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)'. Below this is a note: '\* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The form has a section '1. Test Information' with a 'Name' field containing 'Social Issues in the UK' and a 'Description' field containing 'How well informed are you about contemporary British society?'. The description field has a rich text editor toolbar above it.

Scroll down and enter Instructions for students taking the Test.

 A screenshot of the 'Instructions' field in the Blackboard test form. It shows a rich text editor toolbar and the text 'You may attempt this test as often as you wish.' entered in the text area.

Scroll down and **Submit**.

Now you enter the **Test Canvas** where you create the Test itself.

It is not essential to do this now, but before adding any questions it is worth looking at the **Question Settings**

 A screenshot of the 'Test Canvas: Social Issues in the UK' page. At the top, it says 'Tools > Tests > Test Canvas : Social Issues in the UK' and 'Edit Mode is: ON'. A green success message says 'Success: Social Issues in the UK created.' Below this is the title 'Test Canvas: Social Issues in the UK' and a subtitle 'The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions and review the test. [More Help](#)'. There are three buttons: 'Create Question', 'Reuse Question', and 'Upload Questions'. The 'Question Settings' button is circled in orange. Below these buttons is a form with fields for 'Description' (containing 'How well informed are you about contemporary British society?'), 'Instructions' (containing 'You may attempt this test as often as you wish.'), 'Total Questions' (0), and 'Total Points' (0). At the bottom, it says 'Select a question type from the Create Question drop-down list.'

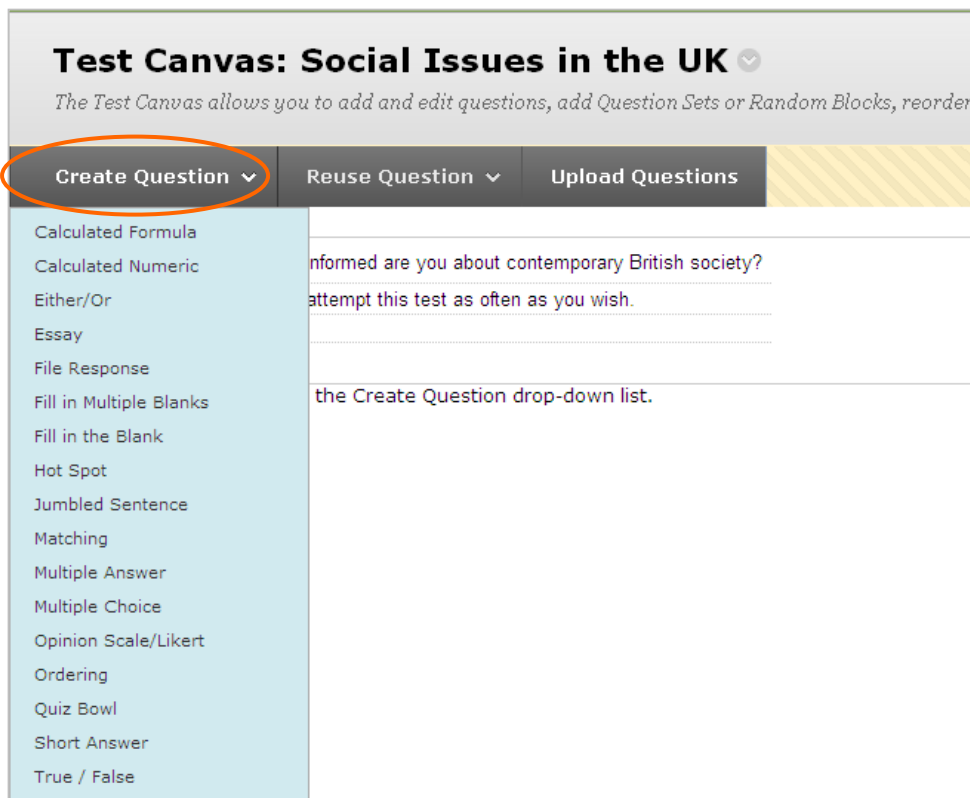
Here you can set options for the test as a whole. For example:

- *Provide feedback for individual answers*  
tick this box if you want to provide an individual response for every right or wrong answer
- *Add images, files, and external links to questions / answers*  
tick here if you want to insert pictures (allows you to ask questions like “what is the name of the widget shown?”) or even audio and movie clips
- *Specify random ordering of answers*  
so you can always make Answer A the correct answer, leaving Blackboard to present the choices in a random order.
- *Specify negative point options for answers (new in SP8)*  
Tick here if you wish to deduct marks for wrong answers.  
see the separate user guide “Blackboard Tests – using negative scoring”  
N.B. This option only appears when *Specify partial-credit options for answers* is ticked.

Test Question Settings	
<i>Question Settings control the options available when creating Test questions. Not all options are available for all question types <a href="#">More Help</a></i>	
<b>1. Feedback</b>	<input type="checkbox"/> Provide feedback for individual answers.
<b>2. Images, Files and Web Links</b>	<input type="checkbox"/> Add images, files and web links to questions. <input type="checkbox"/> Add images, files and web links to answers.
<b>3. Question Metadata</b>	<input checked="" type="checkbox"/> Add categories, topics, levels of difficulty, keywords and instructor notes to questions.
<b>4. Scoring</b>	<input checked="" type="checkbox"/> Specify default points when creating questions. Default point value <input type="text" value="10"/> <input checked="" type="radio"/> Use the currently assigned points when finding and adding questions. <input type="radio"/> Use default points when finding and adding questions. <input checked="" type="checkbox"/> Specify partial-credit options for answers. <input type="checkbox"/> Specify negative points options for answers. <input checked="" type="checkbox"/> Provide option to assign questions as extra credit.
<b>5. Display</b>	<input checked="" type="checkbox"/> Specify random ordering of answers. <input checked="" type="checkbox"/> Specify the horizontal or vertical display of answers. <input checked="" type="checkbox"/> Specify numbering options for answers.
<b>6. Submit</b>	Click Submit to proceed. Click Cancel to quit.

Press [Submit](#) when done and return to the Test Canvas.

Now select the type of question you want from the drop-down list under **Create Question**.



The screenshot shows the 'Test Canvas: Social Issues in the UK' interface. The 'Create Question' button is circled in orange, and its dropdown menu is open, displaying a list of question types. The background shows a test question about contemporary British society.

**Test Canvas: Social Issues in the UK** ▼

*The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder*

**Create Question** ▼   Reuse Question ▼   Upload Questions

- 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
- True / False

informed are you about contemporary British society?

attempt this test as often as you wish.

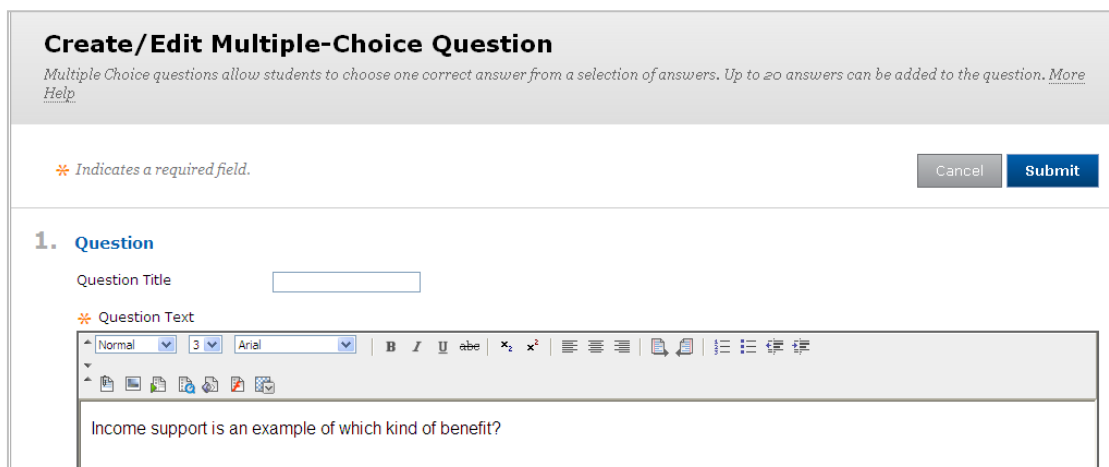
the Create Question drop-down list.

As you can see, there is a considerable choice of question types. We will use Multiple Choice questions as an example here, but this is far from being the only sort of assessment possible with Blackboard.

See the Blackboard Instructor manual for details of the various question types available – go to [Control Panel > Help > Blackboard Help](#)

Now type in your first question.

Note that you do not need to give the question a title.



The screenshot shows the 'Create/Edit Multiple-Choice Question' form. It includes a 'Question Title' field, a 'Question Text' field with a rich text editor, and a 'Cancel' button. The 'Question Text' field contains the text 'Income support is an example of which kind of benefit?'.

**Create/Edit Multiple-Choice Question**

*Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 20 answers can be added to the question. [More Help](#)*

✱ Indicates a required field.

Cancel Submit

**1. Question**

Question Title

✱ Question Text

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [Rich Text Editor Icons]

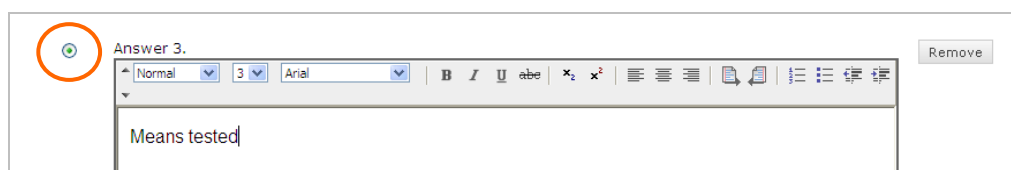
Income support is an example of which kind of benefit?

You will probably want to accept most of the defaults given lower down the page e.g. 4 possible answers for a multiple choice test.

You may sometimes want to select options such as “Show answers in random order”.

N.B. many of these settings can be set for the whole Test via [Question Settings](#) (see above).

Now enter the possible answers. Make sure you check the radio button next to the correct answer.



The screenshot shows a text input field for 'Answer 3.' with a radio button selected next to the text 'Means tested'. The field has a rich text editor toolbar above it. A 'Remove' button is visible in the top right corner of the field.

There are more possible options at the bottom of the screen e.g. responses to show for correct and incorrect answers.

When done, press [Submit](#).

## To add further questions

In the Test Canvas click on Create Question at the top of the page – this will add the new question at the end of the test.

Or hover over any question in the test, click on the editing arrow.



The screenshot shows a test canvas with a question titled '2. Multiple Choice: What is the capital of Australia?'. The question has four options: Canberra (selected), Sydney, Melbourne, and Auckland. A dropdown arrow next to the question title is circled in orange. A 'Click for more options' button is also visible.

then choose “Create Question Above” or “Create Question Below”.

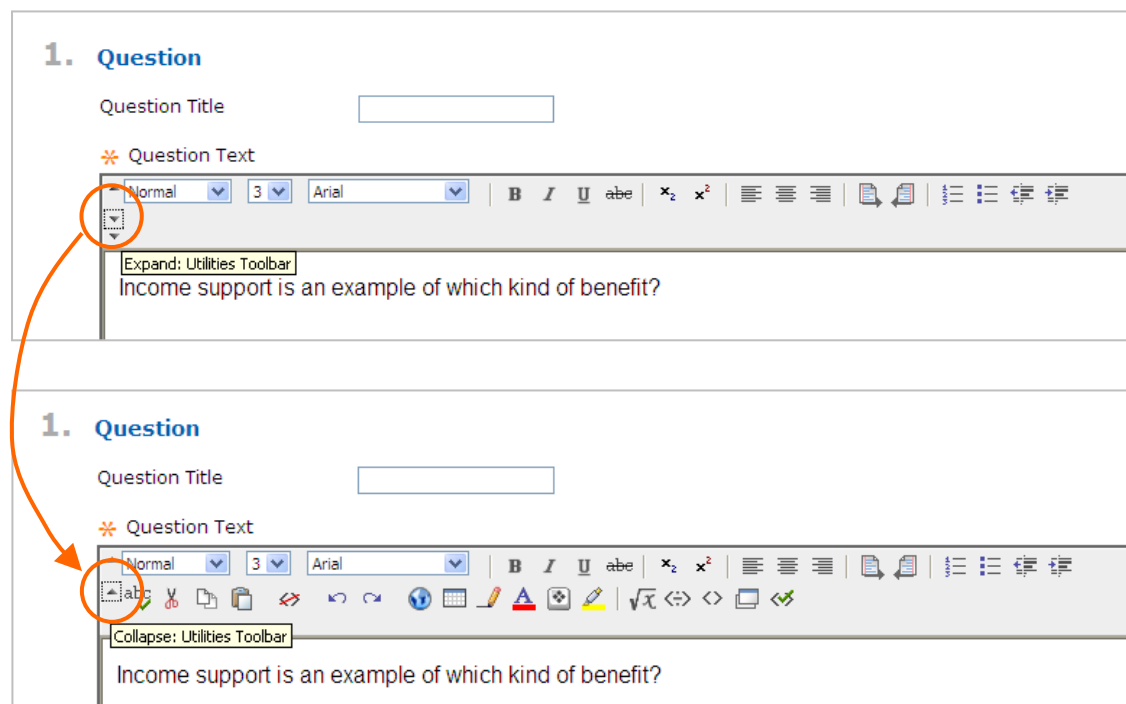


The screenshot shows the same question as the previous image, but with a context menu open. The menu options are: Details, Edit, Create Question Above, Create Question Below, Copy, Delete, and Add Alignments. The 'Create Question Above' and 'Create Question Below' options are circled in orange.

N.B. You can if you wish use several question types within the same Test.

## Formatting the text in questions and answers

By default you can see a basic formatting toolbar. Click on the small down arrow to show additional options e.g. insert a hyperlink or Maths symbols, or use the Equation editor.



## Inserting files

Remember to select [Add images, files, and external links to questions](#) in the Question Settings (and/or [Add images, files, and external links to answers](#)). When you have done this, the option to insert or link to a file is displayed.

Normally you would want to upload the file (e.g. JPG image) from your local drive, and select “Display image within the page”.

N.B. You may need to change the name of your image files before you insert them into the test.

If you ask “what is this plant?” and insert an image called `hyacinth.jpg` then it will be possible for the students to see this file name in their Internet browser! So you would want to rename this file to something less meaningful e.g. `question1.jpg`

**1. Question**

Question Title

✱ Question Text

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

Who is this social reformer?

Path: body » font

☐ Save as Reusable Object

File documents\My Picture

Action

Web Link

Link Name

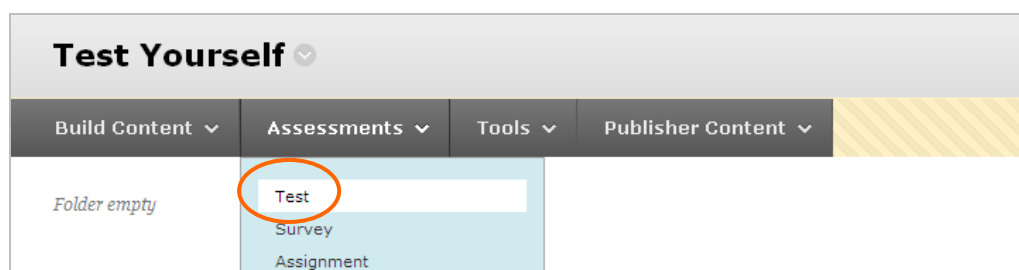
When you have finished in the Test Canvas, press **OK**.

## Making the Test available to students

Now you have created your test, you need to create a link to it in one of your course content areas e.g. Assignments.

Go to the section of your Blackboard course where you want to place the test.

Select **Assessments > Test**



The next page lists any Tests which exist in this course, but which have not yet been deployed.

Select the test you want to make available, and then **Submit**.



## Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. [More Help](#)

Cancel Submit

### 1. Add Test

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

Create a New Test

Add Test

-- Select Test Below --  
Name the politician(2)  
test  
test  
Multiple choice test  
Picture quiz  
Social Issues in the UK

### 2. Submit

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

Cancel Submit

You can now modify the Test options. Much of what you see on this screen was filled in when you first created the Test, and specified your [Question Settings](#). However there are a few additional options here.

**A** Open Test in New Window ☐ Yes ☒ No

### 2. Test Availability

**B** Make the Link Available ☐ Yes ☒ No

**C** Add a New Announcement for this Test ☐ Yes ☒ No

**D** ☐ Multiple Attempts  
☐ Allow Unlimited Attempts  
☐ Number of Attempts

**E** ☐ Force Completion  
Once started, this Test must be completed in one sitting.

**F** ☐ 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.

Hours  Minutes

**Auto-Submit**  
**OFF:** The user is given the option to continue after time expires.  
**ON:** Test will be saved and submitted automatically when time expires.

☒ OFF ☐ ON

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

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

☐ Password  
Require a password to access this Test.

Password

**A Open Test in new window**

You may prefer the test to open in a new browser window

**B Make the link available**

Don't, at this stage, choose to make the Test available – it is advisable to check that everything is in order before making it visible to students.

**C Add a new announcement for this Test**

Similarly, you will only want to add an announcement for this test once it has been checked and made available.

**D Multiple attempts**

Leave unticked if you only want students to be able to take the Test once.

If you tick the box, you can choose to allow students to take the Test a specific number, or an unlimited number of times.

**E Force Completion**

If you tick this box, then once they have begun the Test, students may not exit and continue working on it at a later date.

**F Set timer**

Specify how long students have to complete the test (and record how long each student took to complete it)

**G As with all Blackboard content, you can choose the date and time when the Test will be visible to students.**

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

---

**4. Self-assessment Options**  
☒ Include this Test in Grade Centre Score Calculations  
Grade Centre items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade-weight calculations will be skewed.  
☐ Hide Results for this Test Completely from Instructor and the Grade Centre  
If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

The Due Date is for information only. It will not restrict access to the test. In order to control test availability, use Display Until.

If you are using the Grade Centre to record formal marks on a course, and this is purely a formative or revision exercise, you may wish to exclude the Test from Grade Centre calculations – the students' scores will still be recorded in the Grade Centre, but will not affect their overall score on the course.

Under SHOW TEST RESULTS AND FEEDBACK TO STUDENTS you can choose what feedback to present to students on completion.

- when they have submitted their answers
- at a later date

If this is a test to help students revise, you might initially want just to show students their score, and which questions have been answered correctly / incorrectly (perhaps with

some feedback for incorrect answers, pointing students to where to find the correct answer). Then the correct answers could be shown at a later date.

**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 checked="" type="checkbox"/>	<input type="checkbox"/>
On Specific date <div> <input type="text"/> <input type="text"/> </div> <i>Enter dates as dd/mm/yyyy. Time may be entered in any increment.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By default, all questions will be presented on screen at once, and students can attempt them in any order they like. But you may want questions to appear one at a time and to prevent students jumping backwards and forwards through the Test.

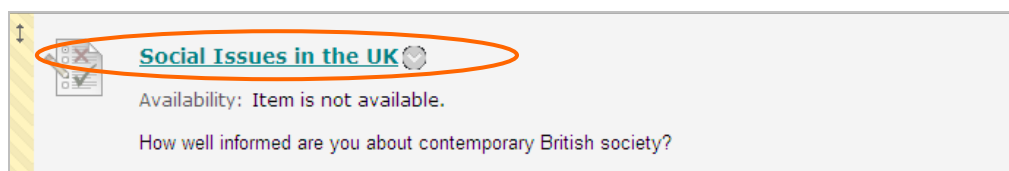
**6. Test Presentation**

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.*
- ☐ Randomise Questions  
*Randomise questions for each Test attempt.*

When done, press [Submit](#) and you are returned to the Assignments screen (or whichever section you have chosen to deploy the Test in).

Clicking on the title of the Test will enable you to preview the Test.



It is worth doing this to make sure that the Test appears as you want it (and that you haven't made any typos, or inadvertently ticked the wrong answer in a multiple choice as correct).

Because you are an Instructor, no record of your answers will be made in the Grade Centre, so you can take it as often as you want until you're sure that you're happy with it.

### Preview Test: Social Issues in the UK

Description How well informed are you about contemporary British society?

Instructions You may attempt this test as often as you wish.

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test can be saved and resumed later.

Question Completion Status:

Save and Submit

Click **Submit** to complete this assessment.

Question 1 of 1

Question 1

10 points Save Answer

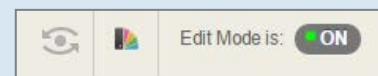
Income support is an example of which type of benefit?

- ☐ A means tested benefit
- ☐ A disability benefit
- ☐ A retirement benefit
- ☐ An age-based benefit

Click **Submit** to complete this assessment.

Question 1 of 1

In the latest version of Blackboard you can enter [Student Preview](#) and take the test exactly as a student + would see it. When you exit Student Preview, if you choose [Keep the preview user and all data](#) you will then be able to view your preview student's marks in the Grade Centre.



When you are ready to make the Test available to your students, hover the cursor on the end of the test title and click on the editing arrow. Choose [Edit the Test Options](#).

### Test Yourself

Build Content

Assessments

Tools

Publisher Content

Social Issues in the UK

Availability: Item is not available

How well informed are you about

Social Issues in the UK item options

Edit the Test

Edit the Test Options

Adaptive Release

Adaptive Release: Advanced

Add Alignments

Set Review Status (Disabled)

Metadata

Statistics Tracking (On/Off)

User Progress

Move

Delete

Select [Make the link available](#)

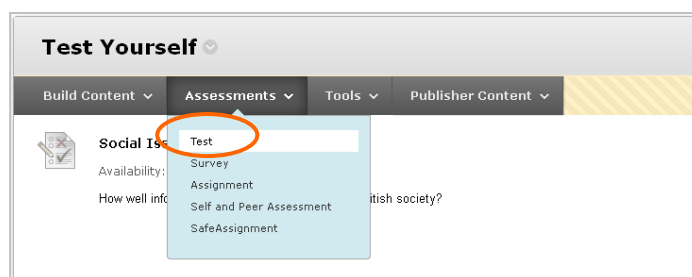
You may also choose to [Add a new announcement for this Test](#)

If you choose this option, an announcement automatically appears on the main page of your course (but you have no option to email this announcement to all course users).

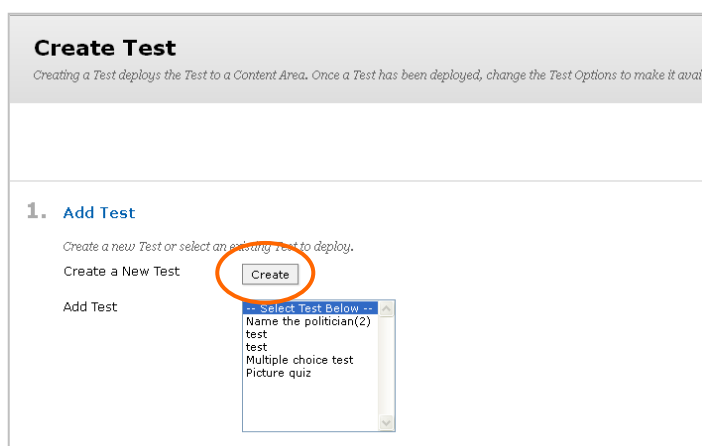
## Creating a Test directly in a Blackboard course

It is probably best to create your Test, then set up a link to it. However you can add a Test, then create it.

Go to the section of your Blackboard course where you want to place the test and select **Assessment > Test**



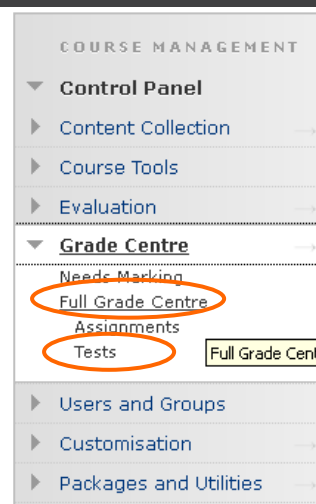
You do not yet have any tests set up in this course, so click on **Create**



Then follow the steps shown on screen to create, then deploy a new Test – the process is essentially the same as shown earlier in this document.

## Viewing student scores

When students take the Test, their scores will be recorded in the Blackboard Grade Centre. To view these scores go to **Control Panel > Grade Centre > Full Grade Centre** or **Control Panel > Grade Centre > Tests**



This guide will not go into full details on how to manage and use the Grade Centre – see the separate user guide for that. Suffice it to say that there will be a column displaying students' scores for each Test you set up on the course.

**Grade Centre : Full Grade Centre**

*In the Screen Reader mode, the table is static and grades may be entered on the interactive mode of the Grade Centre, grades can be typed directly into the Centre and the Enter key to submit a grade. [More Help](#)*

Buttons: Create Column, Create Calculated Column, Manage

Order: ▲ Ascending  
Sort Columns By: Layout Position

Grade Information Bar

	Last Name	First Name	Username	Social Issues
<input type="checkbox"/>	Bach	Johann	bach	--
<input type="checkbox"/>	Driver (student acc	Susan	9476	0.00
<input type="checkbox"/>	Elgar	Edward	elgar	--
<input type="checkbox"/>	Mozart	Wolfgang	mozart	--

Selected Rows: 0

Buttons: Move To Top, Email, Icon Legend

Context Menu (right-click on Social Issues column header):

- Quick Column Information
- Edit Test
- View and Add Alignments
- Grade Attempts
- Grade Anonymously
- Attempts Statistics
- Download Results
- View All Attempts**
- Grade Questions
- 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

Click on the editing arrow and then [View All Attempts](#) to see details of all students who have attempted the test.

You will then be able to click through to view exactly what responses each student made.

Alternatively if you want to see which questions an individual student got right or wrong, hover over the relevant cell and the editing arrow appears.

Grade Information Bar

	Last Name	First Name	Username	Social Issues
<input type="checkbox"/>	Bach	Johann	bach	--
<input type="checkbox"/>	Driver (student acc	Susan	9476	0.00
<input type="checkbox"/>	Elgar	Edward	elgar	--
<input type="checkbox"/>	Mozart	Wolfgang	mozart	--

Selected Rows: 0

Buttons: Move To Top, Email, Icon Legend

Context Menu (right-click on grade cell):

- View Grade Details**
- Quick Comment
- Exempt Grade
- Attempt 23/08/12 0.00

Click on this and choose [Attempt](#) (or [View Grade Details](#) then [View Attempt](#) on next page)

If you wanted to, you could

- Clear the Attempt  
*for example if the student had technical difficulties which prevented them from completing the Test*
- Modify the feedback provided to the student

- change the score for a question  
*this is unlikely to be desirable for a multiple choice test, but with some other question types a student may have provided a correct answer which was not recognised by the system e.g. they may have typed 4½ instead of 4.5*

User: Susan Driver (student account) (Attempt 1 of 1) ✓  
View: Full Grade Centre

Test Information

Question 1: Multiple Choice 0 out of 10 points

Income support is an example of which type of benefit?

Given Answer: ✗ An age-based benefit

Correct Answer: ✓ A means tested benefit

If you want to download a summary of students' scores and/or answers, you can do this from the main Grade Centre screen. Find the desired column heading, click on the editing arrow next to the column heading, and choose [Download Results](#)

Grade Information Bar

Last Name	First Name	Username	Social Issues
Bach	Johann	bach	--
Driver (student acc	Susan	9476	0.00
Elgar	Edward	elgar	--
Mozart	Wolfgang	mozart	--

Selected Rows: 0

Move To Top Email

Quick Column Information

- Edit Test
- View and Add Alignments
- Grade Attempts
- Grade Anonymously
- Attempts Statistics
- Download Results**
- View All Attempts
- Grade Questions
- 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

Alternatively, on the right of the screen, choose Work Offline, then Download. This allows you to download the results of just one test or multiple columns from the Grade Centre.

You are offered various options for downloading the results. Both Tab- and Comma-Delimited files can be opened in Excel. Formatting the results [By User](#) will probably be the most useful in most cases.

Centre

may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of , Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. More

Manage Reports Filter Discover Content Work Offline

Sort Columns By: Layout Position

Upload Download

Last Saved: 23 August 2012 11:44

Social Issues
--
0.00
--
--

Icon Legend

Edit Rows Displayed

If at first you don't get what you wanted, experiment with the options.

## Help

Please see the Blackboard Help site at [http://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/110\\_Tests\\_Surveys\\_Pools](http://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools)

and the TEL Support site at <http://www.uwl.ac.uk/telsupport>

If you require further help, please contact the IT Service Desk:

telephone    0300 111 4895 (internal extension 2222)    24 hours a day, 365 days a year  
email        [itservicedesk@uwl.ac.uk](mailto:itservicedesk@uwl.ac.uk)  
on the web   <http://supportworks.uwl.ac.uk/sw/selfservice>

For service updates, please follow us on twitter:

@UWLTEL    [twitter.com/UWLTEL](https://twitter.com/UWLTEL)