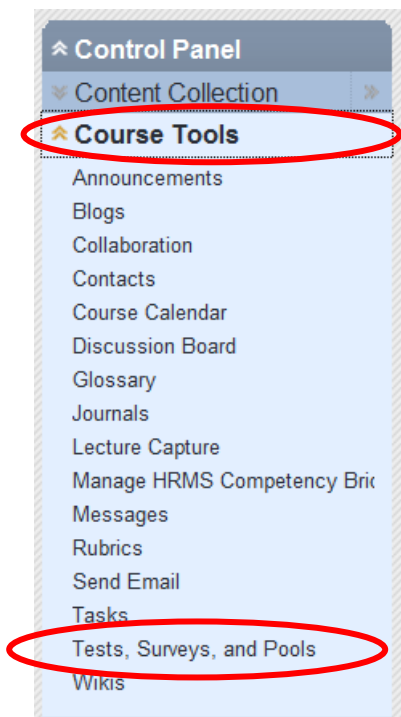


Best Practices and Requirements for Designing Blackboard URMIC Employee Education Courses Section 3. Test and Quiz Configuration

This document outlines standards established by the SMH Steering Committee regarding Blackboard tests and quizzes.

Blackboard Test Creation Process

Please include the word “Test” or “Quiz” in your test name to give a clear indication that this is a test or quiz. This recommendation also applies to surveys, e.g. “Evaluation”. Many users are not familiar with the test symbol in Blackboard, so may not know what it is that they are opening when they click on the test link. This wording will help to make the step by step workflow clear to the user. Please create the test first through the Control Panel, under “Course Tools”, “Test, Surveys, and Pools”.



Once the test is created and finalized, then add the finished test to the content area. The reason for this is that if you make certain changes to a test that has already been deployed, then the change may not be applied as you expect. For example, if you change the test name after the test has been added to a content area, then the name will not be updated in the Grade Center or in the test creation tool, so you may need to change the name in 3 places.

Question Types

Multiple-choice, true/false, multiple select, or hotspot questions are supported for automatically graded quizzes. There are problems associated with fill in the blank questions and auto-grading.

***Note that many users have trouble with multiple select question types where users are expected to select more than one answer "all that apply". It is recommended that you redesign the question to be multiple-choice so that only one answer is correct to avoid this known usability challenge.*

Points

It is recommended that you make your test points total out to 100. This is because a user will see their score in points, not percentage, after submitting a test for grading, assuming that your test is configured to show score (see Configuration Settings section below). It is user friendly if the points and percentage are the same since passing criteria is usually expressed as a percentage.

Add Adaptive Release Status Messaging and/or Certificates for Tests and Quizzes

In a standalone course, it is essential to provide a message and/or certificate after a test based on whether or not a user passed the test. That way the user knows for sure that the module is complete or else has direction about what to do if the test was not passed.

This is accomplished by adding two items after every test, one text item or certificate to show when the test is passed, and one text item to show when the test is not passed.

Once the items have been created, add adaptive release rules to both the "congratulations" test passing certificate or text item and the "test not passed" messaging on the item. Suggested design and message text is shown in the examples below.

***Note that this document does not cover step by step instructions on how to create Adaptive Release rules and Certificates. That is covered in a separate training class. The examples below illustrate best practices regarding wording and usage for adaptively released items or certificates.*

Add an item or certificate to handle test passing, successful module completion

Here are two different examples:

Certificate of Completion (course or module name)

Congratulations! You have successfully completed this education offering. Click on the link to open the certificate. For URMCM employees, completion of this educational activity will automatically be recorded in your HRMS training record within 3 business days.

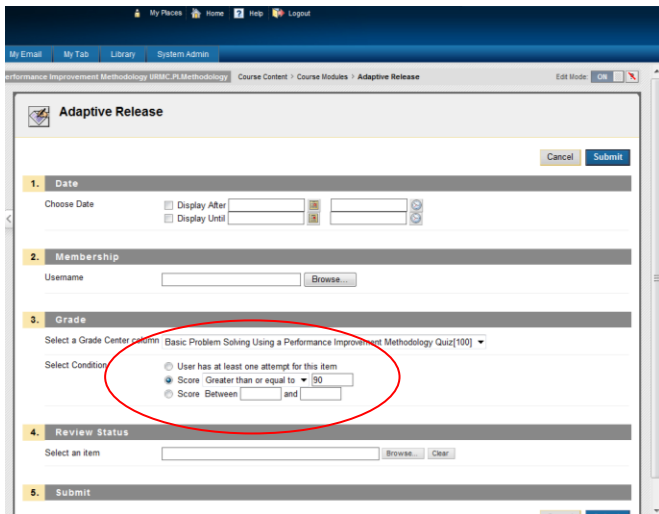
If you prefer not to use a certificate, here is an example using a text item:

Congratulations! You have successfully completed this educational offering.

Completion of this educational activity will automatically be recorded in your HRMS training record within 3 business days.

Set up an adaptive release on this success item to show only if a user achieves the required score on the test or quiz.

Note that if you have the test column to show as percentage in the Grade Center, then you must use a percentage for your criteria. If you have the test column to show as a score in the Grade Center, then figure out the number of points that equals 90% or your passing criteria and use that in your adaptive release. The default in the Grade Center is score. It is recommended that you create tests with points totaling 100 because the user will see only points when the score is displayed, not percentages, and that way the percentage will always match the score. The following screen shot shows an example of an adaptive release rule for a "test passed" success message item.



Add an item to handle test failure

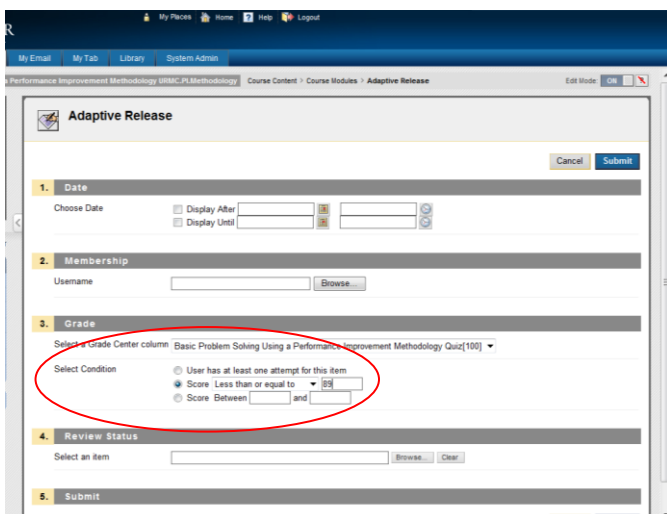
Here is an example

Test not passed. Please re-take the quiz to achieve a higher score

A score of 90% is required to complete this module. Please review the materials and re-take the test. Note: if you have set a maximum number of attempts allowed, e.g. 3, then you need to add text to the item providing instructions for whom to contact if you have exceeded allowable test attempts. Due to the confusion and added process involved, it is recommended that you allow unlimited attempts unless there is a very compelling reason to limit the attempts. As an instructor you can always go in and see who is struggling, and then follow up appropriately. This latter approach is recommended.

Set up an adaptive release on this item to show only if a user achieves the gradable item score of X or below, e.g. 89 or lower.

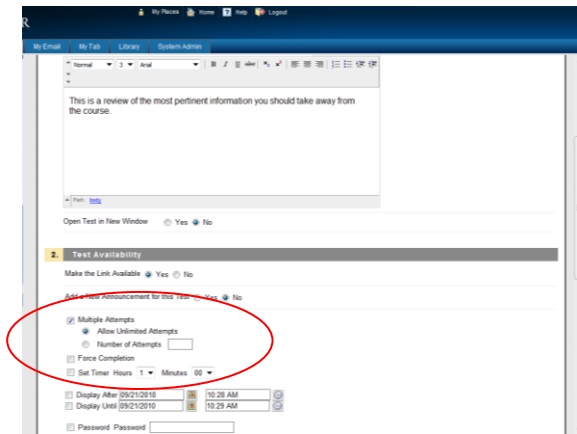
The following screen shot shows an example of an adaptive release rule on a test failure message item.



Test Configuration Settings

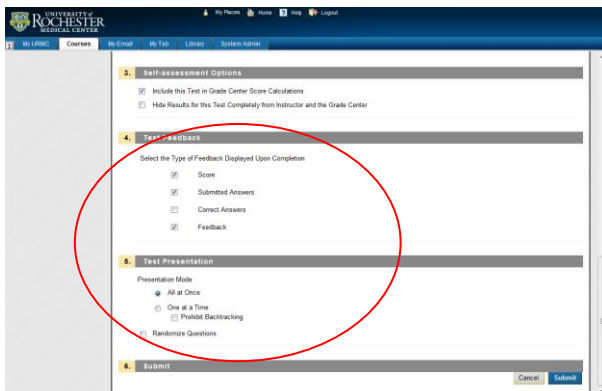
The following configurations settings are recommended for tests.

1. Allow Multiple Attempts*



2. Show feedback: Score, Submitted Answers, and Feedback (not correct answers)

3. Present all at once



***Note: if you have set a maximum number of attempts allowed, e.g. 3, then you need to add text to the item providing instructions for whom to contact if you have exceeded allowable test attempts. Due to the confusion and added process and support work involved, it is recommended that you allow unlimited attempts unless there is a very compelling reason to limit the attempts. As an instructor you can always go in and see who is struggling, and then follow up appropriately. This latter approach is recommended.*

Selecting “Score” and “Submitted answers” will ensure that users know which questions they got wrong, but will not be given the correct answer.

Test Question Design

Ensure that questions asked in your test are covered in the on-line course materials. It is recommended that you use multiple choice or true/false question types for ease of use and because these question types can be automatically scored.

Additional Topics

Refer to the [Blackboard Help Page](#) -> “Resources for Instructors and Course Designers” -> “Tutorials for Instructors and Course Designers” for additional assessment topics.

Blackboard Assessments: Tests, Quizzes, and Surveys

- [Conducting Assessments](#) [PDF]
- [Question Pools](#) [PDF]
- [Viewing and Downloading Survey Results](#) [PDF]