

Blackboard Assessments and Surveys

Tests and surveys are useful ways to assess the progress of your students in meeting your learning objectives. These results can be viewed in the Grade Center.

*****IMPORTANT:** *We highly recommend using the Test Manager in the Left hand Control Panel to create a test. Creating a test with the “Create Assessment” button can be problematic with editing the test at a later time. The “Create Assessment” button should only be used to deploy the test to the content area, rather than to create the test.*

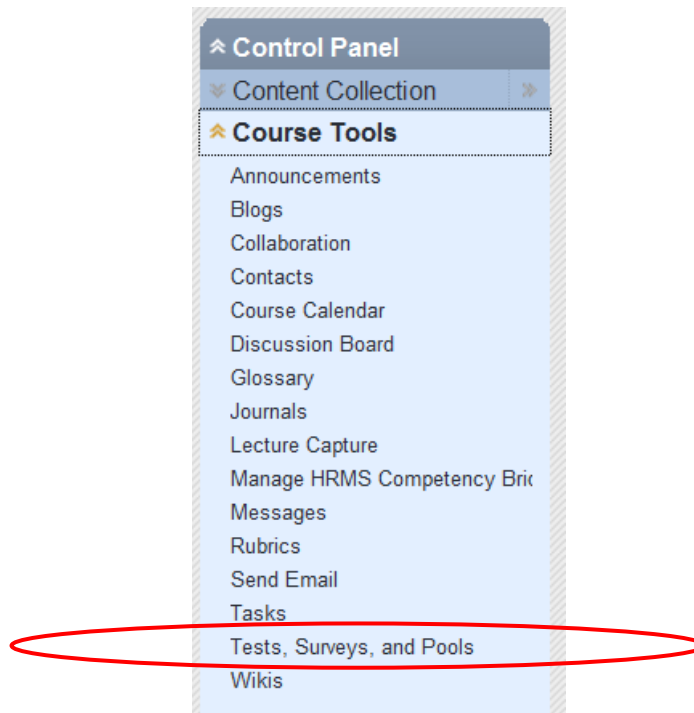
Quick links through the document

[Question Settings](#) [Adding Questions](#) [Deploying your Test](#)
[Create a Survey](#) [Grade Center](#)

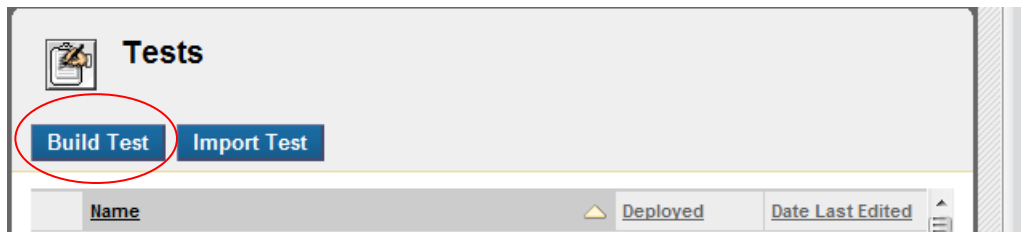
Adding a Test with Test Manager

To create a test, first add the test under **Tests, Surveys, and Pools** section in the **Control Panel**, under **Course Tools**, then add content to the test.

1. In the Control Panel, under the Course Tools heading, click **Tests, Surveys, and Pools**.



2. In the **Tests, Surveys, and Pools** screen, click **Tests**. This brings you to the Test Area to build or import a test. For the purpose of this tutorial, we will “**Build Test**”.



3. Type the course name, the description and instructions to students directly into the Test Info page, putting the test description in the Description box and the test instructions in the Instruction box. Then click **Submit**. Return to the Test Canvas screen. Your test name, description and instructions should now be visible.

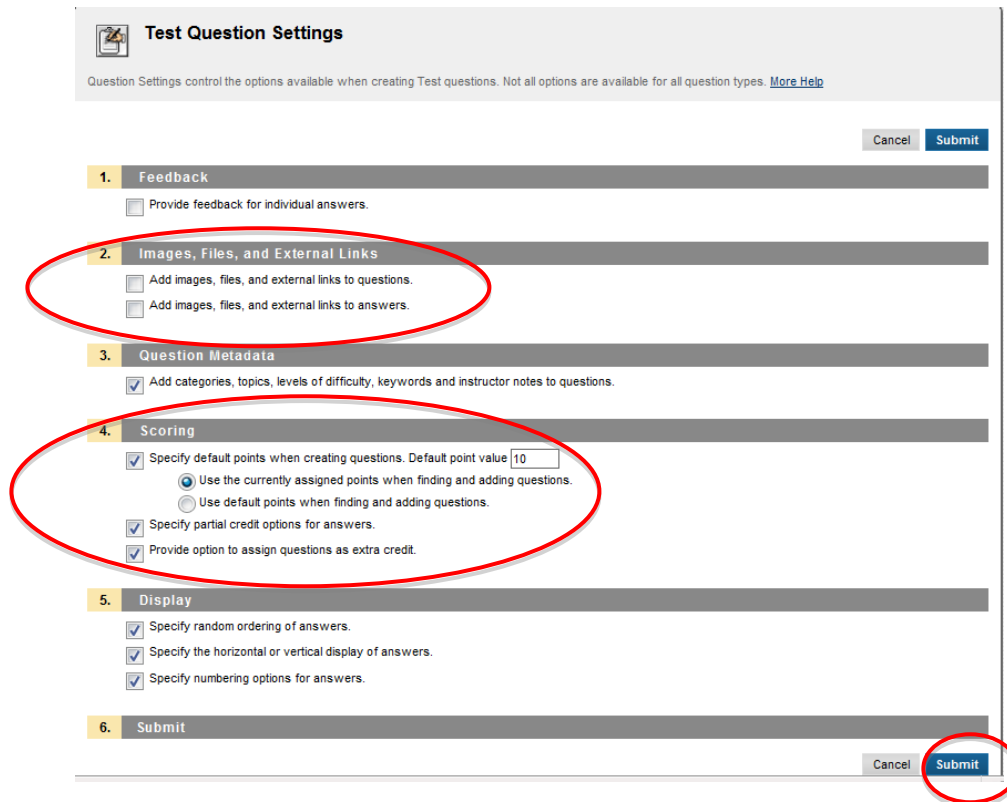
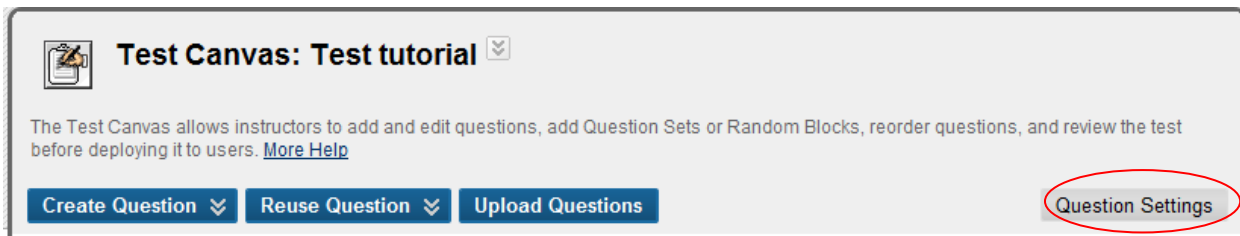
It is NOT recommended to copy and paste from a MS Word file directly into the test areas in Blackboard. If you want to use a copy and paste feature, FIRST copy text FROM MS Word to Notepad. THEN, copy from Notepad into the Blackboard test areas. This will eliminate formatting issues with the web browser HTML codes.

Test Info page

Now that the test is added, proceed to add content to your test in the Test Canvas.

Questions Settings

In the Test Canvas screen, you have the option to add questions via a pull-down menu. To the right of this menu is a link to **Question Settings**. ****Before you begin adding questions, make sure you click on Question Settings.**

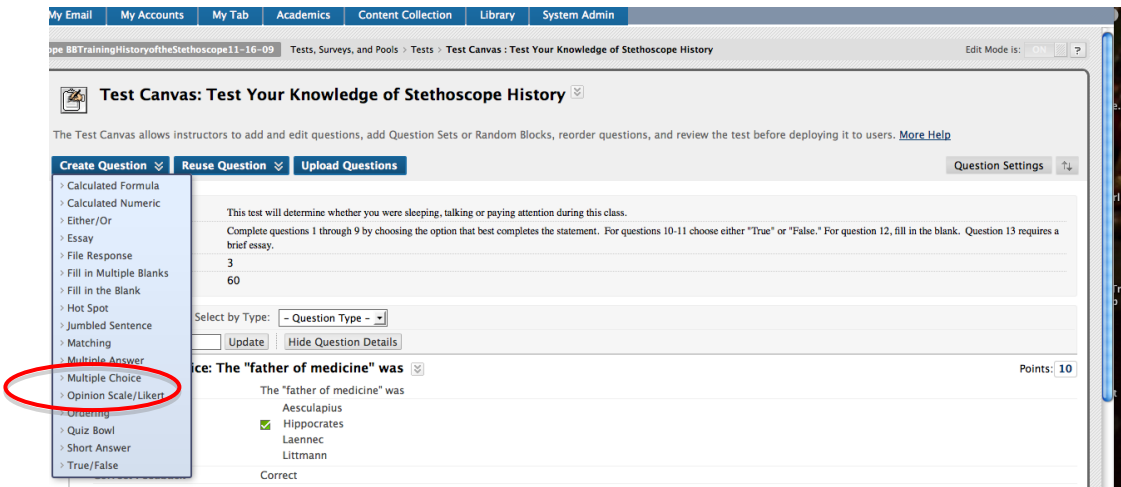


1. Select as many options under **Question Settings** as you think appropriate. This page sets up your question template. So if you think you will need to add an image to a question please check the **Add images, files ...** option. After all options are checked, click **Submit**.
2. Under **Section 4, “Scoring”**, the point value field is required. The default value is 10, which is the number that currently appears. You have the option to change this now or later.
3. Return to the Test Canvas, by clicking **Submit**.

Adding Questions

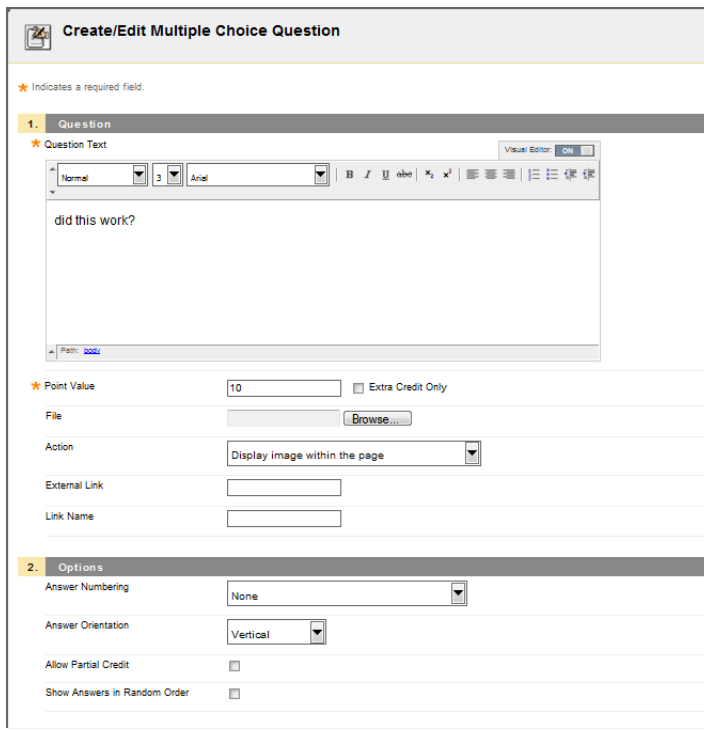
A wide range of question types are available including, multiple choice, true/false, multiple answer, ordering, matching, fill in the blank, and essay.

***For the purpose of this tutorial, I will walk you through specific steps. Please modify these steps as you see fit.*



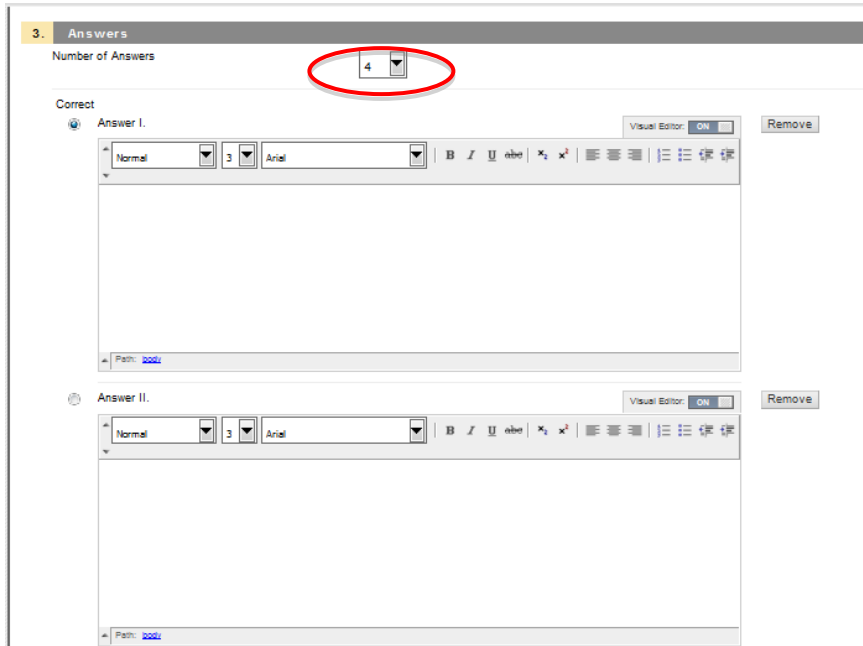
List of question types

1. In the **Create Question** pull-down, choose **Multiple Choice** for our first question.
2. From Notepad, copy the question portion of question 1 and paste into the Question Text field, or, type the question text directly into the text box in Blackboard.



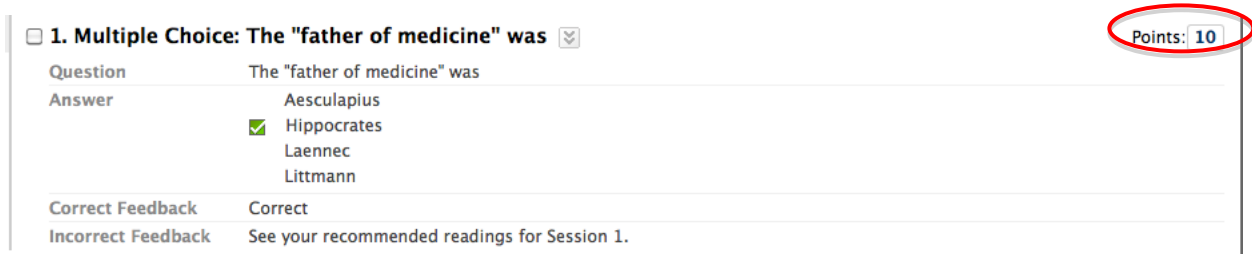
Multiple Choice Question entry screen

3. Leave the default number of answers set to 4.
4. Copy and paste each of the answer choices for this question from your Notepad file to Blackboard, or type each answer directly into the text box area of Blackboard.



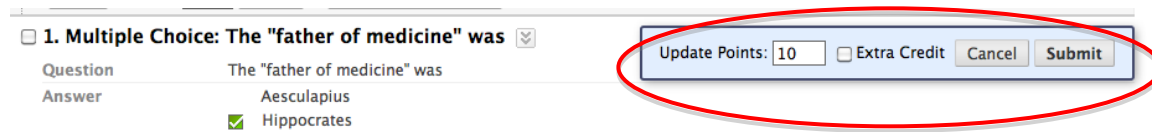
Answer area options

5. The correct answer, for my test, is Answer 2, "Hippocrates." Select the radio button beside this answer. Note that you can provide feedback for each answer.
6. Scroll down to **Section 4, "Feedback."** In the Correct Response field, type, "Correct." In the Incorrect response field, type, "See your recommended readings for Session 1."
7. Note: The point value field, which displays after the question has been added. Since we selected the default of 10 under Creation Settings, which is the number that currently appears. At this point you have the option to adjust point values as needed. Please keep in mind that tests should total 100 points.




Resting your cursor over the Points box, in this case with the number 10, you will notice that the cursor changes to a hand.

- Click on the Points box, which will display the below window




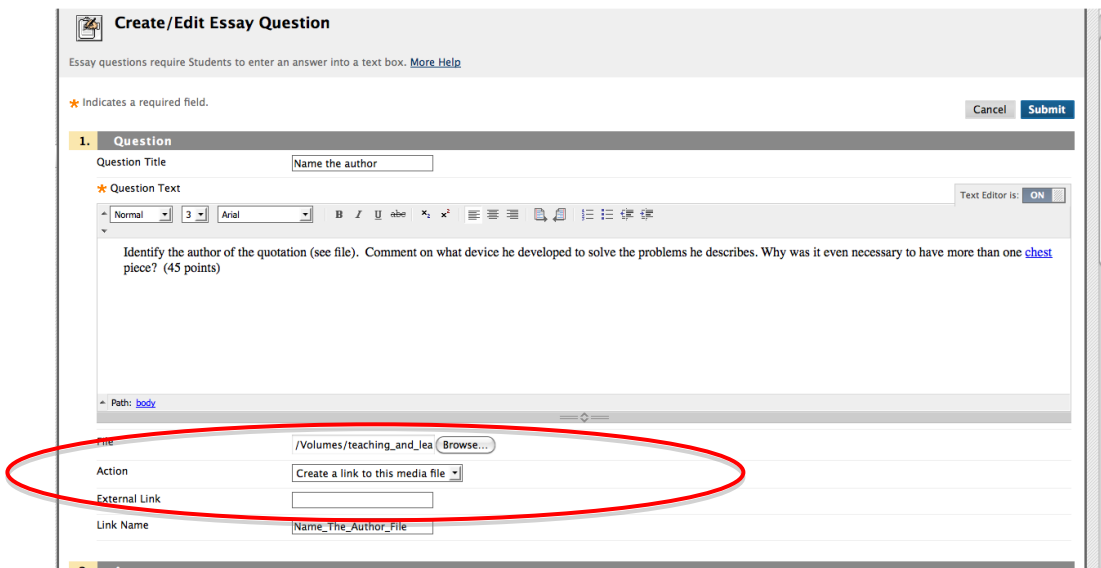
- Type the new Point value in the “**Update Points**” box, and then click **Submit**.
- You will return to the Test Canvas with your new question displayed. **Notice the **Modify** and **Remove** buttons beside your question text that will allow you to make changes or delete the question if needed.*

Adding a Question with an Image

1. Now let's try adding an image to a question. Click on the  icon next to the first question. Select “**Create question below**”. Under “**Question Type**”, choose “**Multiple Choice**”, and click **Submit**.
2. My sample test has a question that reads, "The image shows what kind of chest piece?" Either, copy and paste this question into Blackboard from your Notepad file or type the text in the “***Question Text**” box.
3. Click the **Browse...** button next to the File field. Navigate to the area where your image is displayed.
4. Back in Blackboard, next to Action, choose **Display image within the page**.
5. Proceed to add the answers for this question as directed in the previous section.
6. Click **Submit**. You should return to the **Test Canvas**, and your latest question with the inline image should appear.

Adding Questions: Essay

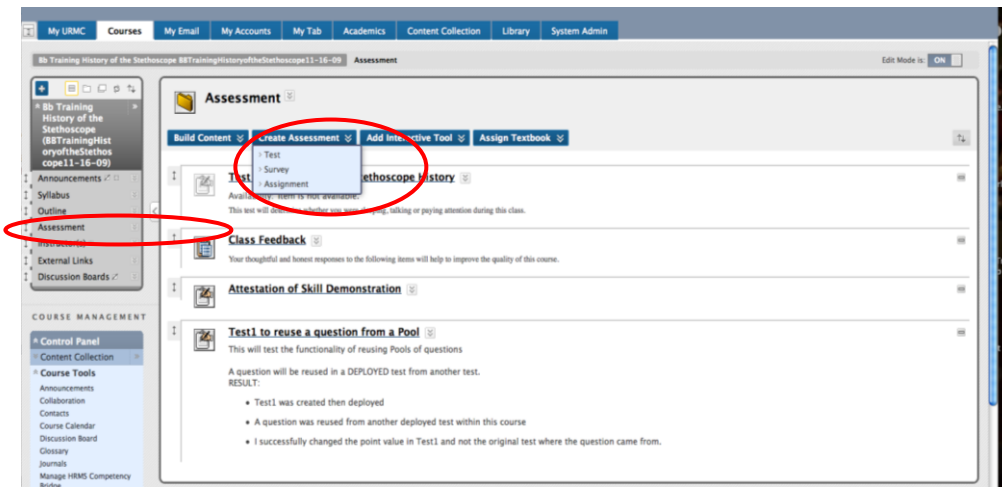
1. Now let's add an Essay question. Click on the  icon next to the first question. Select “**Create question below**”. Under “**Question Type**”, choose “**Essay**”, and click **Submit**.



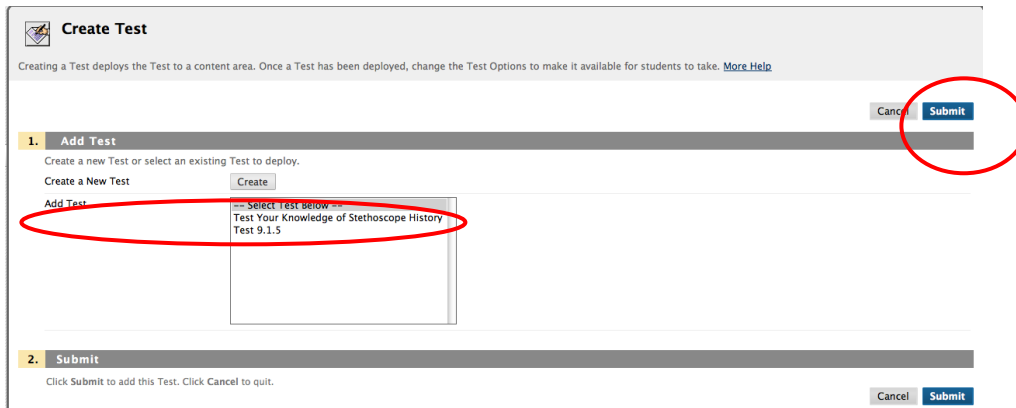
2. Copy the essay question from your Notepad file and paste it into the **Question Text** field.
3. If needed you can also add a pdf file for this type of question. To do so navigate to the **File** text field, click the **Browse...** button.
4. Double-click the pdf file to add.
Remember that it is a **Best Practice to have all MS Office documents saved as pdf files to upload and use in Blackboard.*
5. Leave the **Action** set to “**Create a link to this media file**”.
6. Click **Submit**.
7. Return to the **Test Canvas**, and assign a point value of 45 to the essay question.

Deploying Your Test

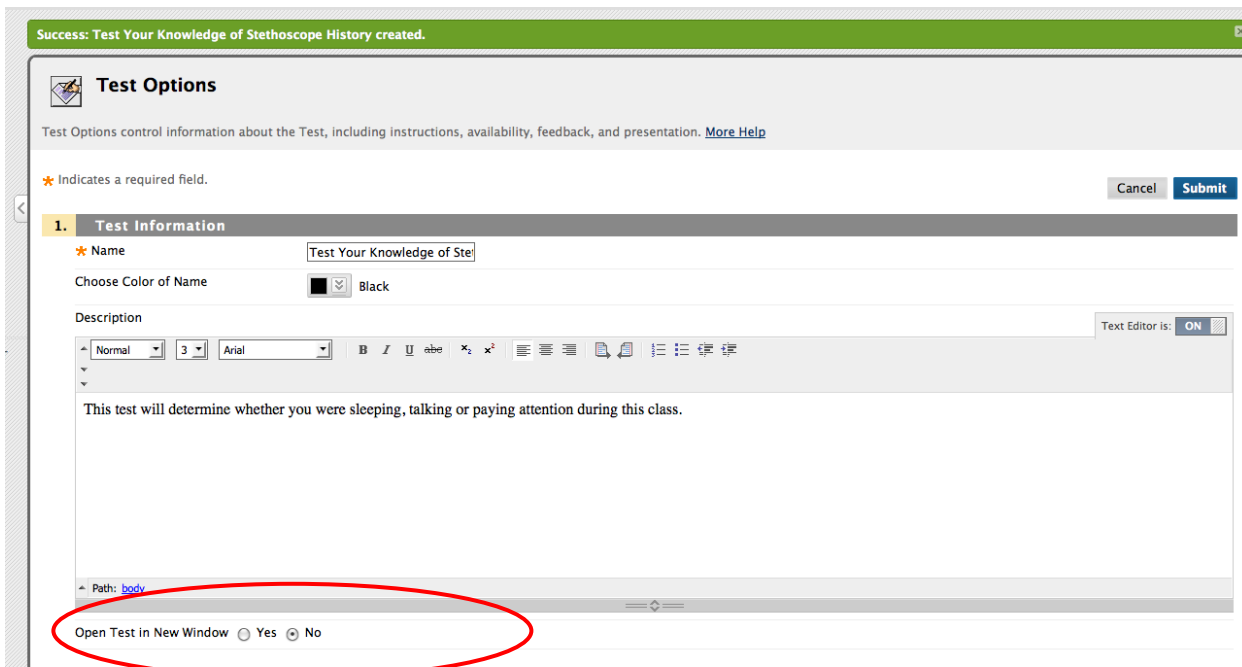
1. Now that we've created the test, filled it with content, and made sure there are no changes that need to be made to the test, we need to have the test appear under the content area called **Assessment** in the course.
2. On left side menu of the course, click **Assessment**.
3. From the menu bar across the top, click **Create Assessment**, and click **Test**



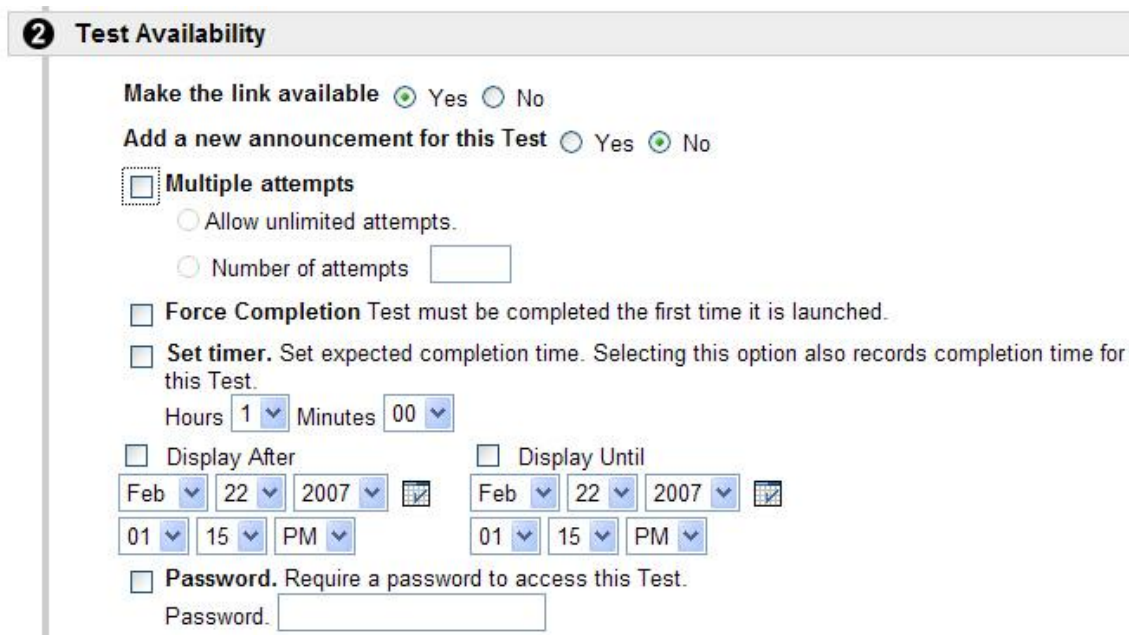
4. Select the name of the test just created, My test is called “Test your Knowledge of Stethoscope History”, Click **Submit**.



5. You should now see a screen with options to modify the test, as shown below. You can modify the availability and feedback options for the test.



6. Scroll down to Test Availability on the resulting page. You have a range of options associated with how this test will be taken. **Remember click the radio button “NO” in the “Open Test in New Window” selection.*



7. Under Feedback options, choose the options you want the student to see, **Submitted Answers, Correct Answers and Feedback**. Feedback refers to what you want the students to see as part of their return on taking the test.

3. Self-assessment Options

- Include this Test in Grade Center Score Calculations
- Hide Results for this Test Completely from Instructor and the Grade Center

4. Test Feedback

Select the Type of Feedback Displayed Upon Completion

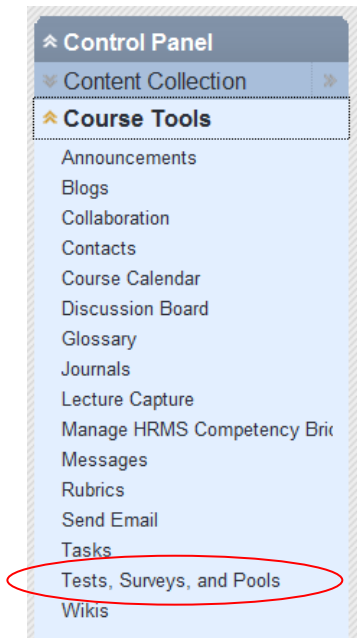
- Score
- Submitted Answers
- Correct Answers
- Feedback

8. Under Test Presentation, choose **All at Once**. Note the other options available.
9. Click **Submit**. Return to the Assessment Content Area. Close assessment.doc.

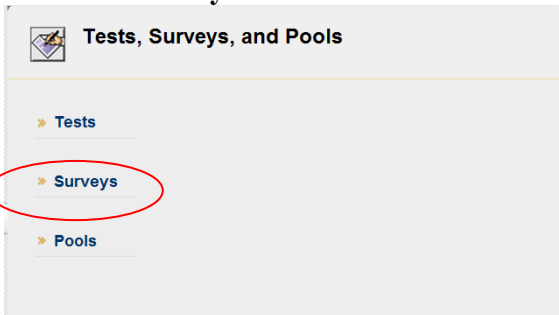
Create a Survey

A survey is different from a test in that there are no correct or incorrect responses, there is no score and it is anonymous.

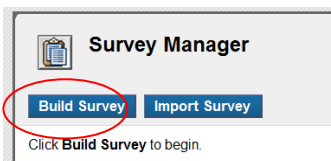
1. From the **Control Panel**, under **Course Tools**, choose **Tests, Surveys, and Pools**.



2. Click **Survey**.



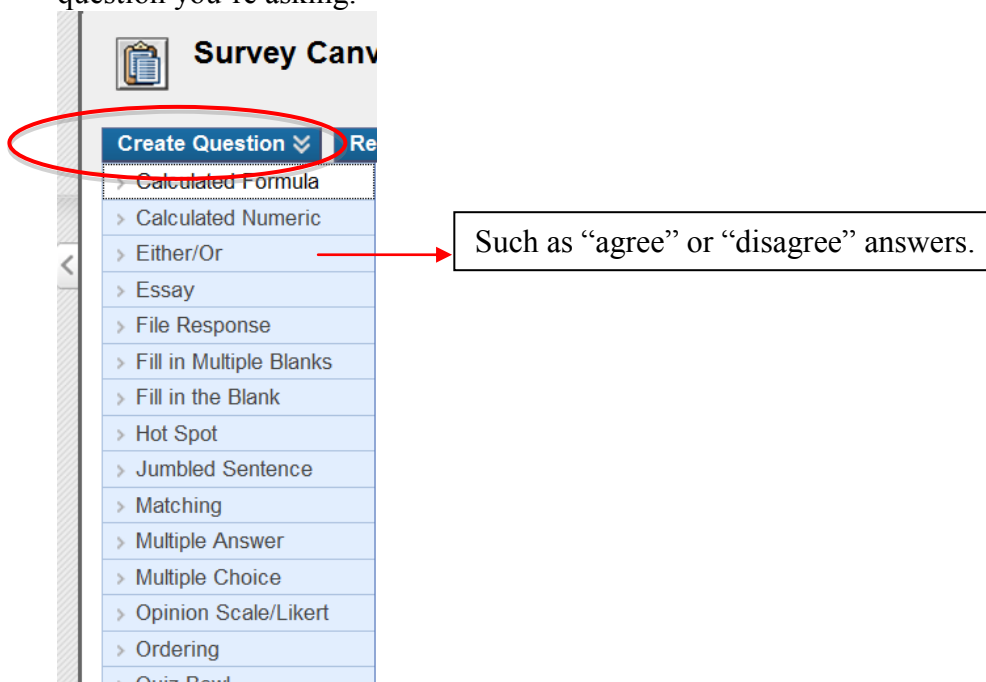
3. Click **“Build Survey”**



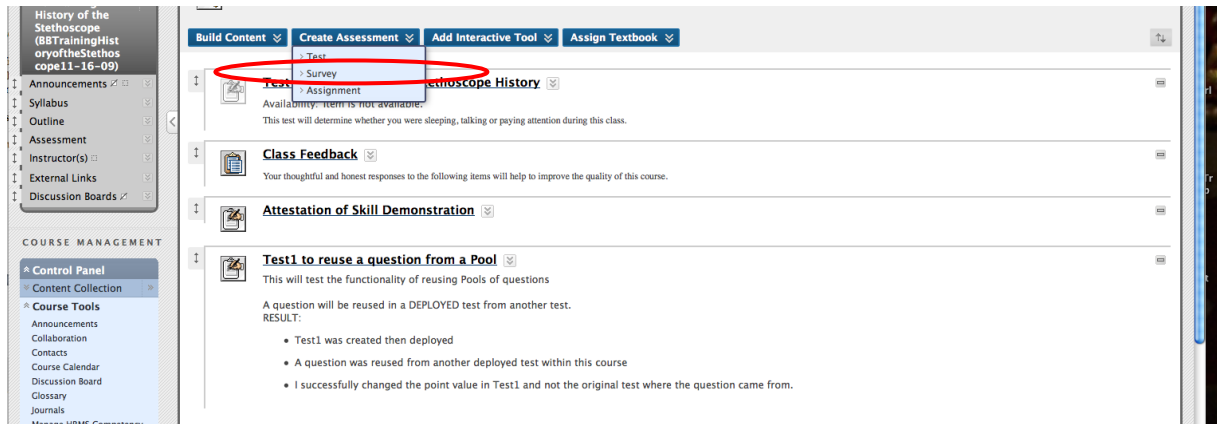
4. Survey titles, directions, and questions are added the same way as stated above with Tests . You just add the text to their appropriate places in the **Survey** Info screen.
5. Click **Submit**. You should be at the Survey Canvas, ready for adding questions.

Adding Content to the Survey

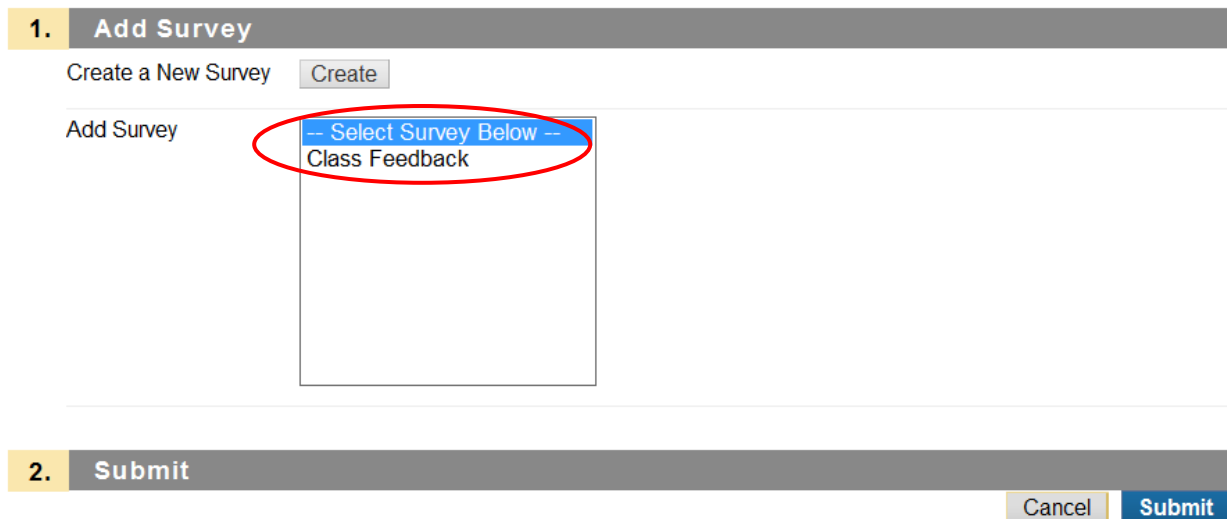
6. Click **Question Settings**. Enable all options and click **Submit**.
7. You are now ready to add a question. From **“Create Questions”** tab, choose the type of question you’re asking.



- Once your question type is selected, follow the screen prompts, as we did for “**Creating a Test**”.
- Click **Submit**.
- To add the survey to the **Content Area** of your course, Click the “**Create Assessment**” tab and click **Survey**.



- At the **Create Survey** screen in the **Add Survey** area where you want to place the survey, add the survey to the course by choosing its name from the existing survey select box.



- Click **Submit** to go to the **Survey Options** area.

2. Survey Availability

Make the Link Available Yes No

Add a New Announcement for this Survey Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Set Timer Hours Minutes

Display After

Display Until

Password Password

3. Self-assessment Options

Include this Test in Grade Center Score Calculations

4. Survey Feedback

Select the Type of Feedback Displayed Upon Completion

Status

Submitted Answers

5. Survey Presentation

Presentation Mode

All at Once

One at a Time

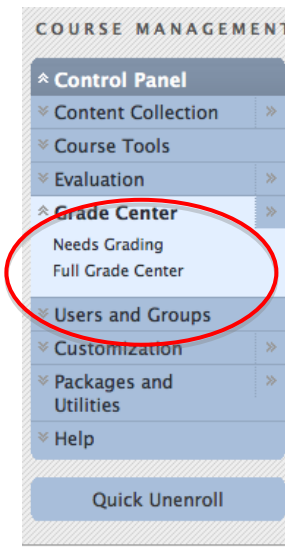
Prohibit Backtracking

Randomize Questions

13. Under **Survey Feedback**, choose the options you want the student to see.
14. Under **Survey Presentation**, choose **All at Once**.
15. Click **Submit**. You will return to the **Assessment Content Area**

Grade Center

You get to the **Grade Center** by going to the **Control Panel** under **Grade Center** and clicking on the menu item, **“Full Grade Center”**. Once there, the **Grade Center** lets you manage the grades and view results of your students. **From this same area, you also have the option to view only items that need to be graded.*



Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: August 2, 2011 12:15 PM

Last Name	First Name	Username	Student_ID	Last Access	Availability	Weighted Total	Total	Attestation of	History of
<input type="checkbox"/>	student	student9	student9		Available	--	--	--	--
<input type="checkbox"/>	student	student5	student5	April 20, 2011	Available	--	--	--	--

Selected Rows: 0

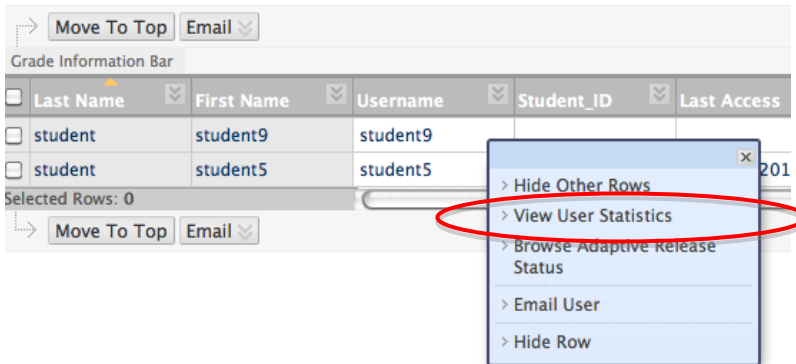
Move To Top Email Icon Legend Edit Rows Displayed

To get the statistics on a particular item, select the item's column heading and you will see the Item Options.

How to View Statistics by User

The **User Statistics** page displays a User's statistics in the various Categories.

1. In the **Grade Center** move the mouse pointer over the First Name, Last Name, or Username of the desired student and click the Action link to view the contextual menu.



2. Click **View User Statistics**. To see contact information, and grade center stats on an individual. Click **OK** to return to the **Grade Center**.

