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.

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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.*

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**Test Information**

Enter the name, description, and instructions.

<table>
<thead>
<tr>
<th>Test Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Instructions</td>
</tr>
</tbody>
</table>

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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.
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.

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

![Image of points window](image)

- 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.

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**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.
8. Under Test Presentation, choose All at Once. Note the other options available.


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.

   Such as “agree” or “disagree” answers.
8. Once your question type is selected, follow the screen prompts, as we did for “Creating a Test”.

9. Click Submit.

10. To add the survey to the Content Area of your course, Click the “Create Assessment” tab and click Survey.

11. 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.

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