Blackboard Services℠

Creating and Managing Tests & Surveys
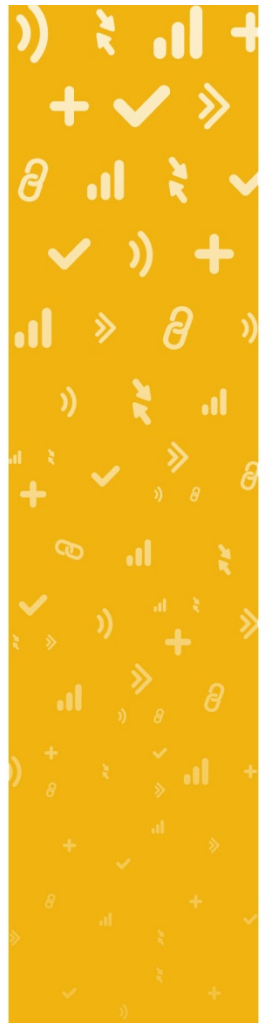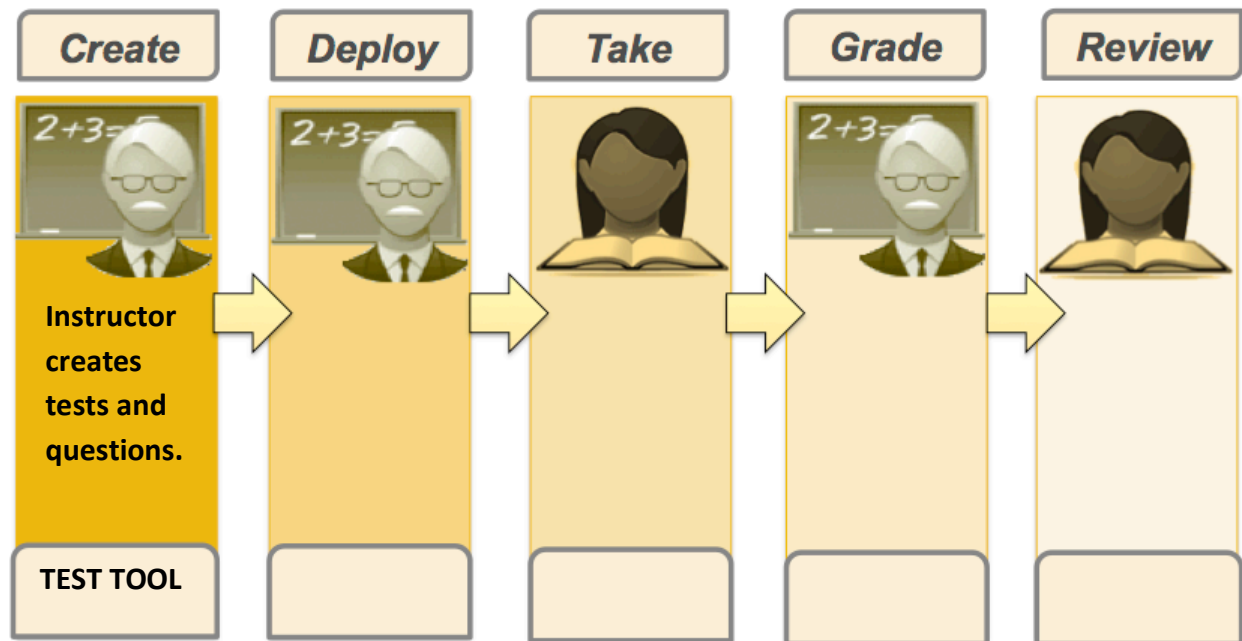## Session Handout

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ASSESSMENT CYCLE

Below is the Assessment Lifecycle. For each item, **write a brief description of the activity** that takes place and **identify the location** that it occurs. **Create** has been completed as an example.

Create	Deploy	Take	Grade	Review
Instructor creates tests and questions.				
TEST TOOL				

> HELP

Overview: Tests, Surveys, and Pools
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools

BUILDING A TEST

Write out the steps to creating a new test in a Blackboard Learn course:

True or False: When building a test, the only information you need to provide a Name. You can also provide a description or instructions, but those are optional.

How to Build a Test

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/010_Create_Tests_and_Surveys

Video: How to Create a Test in Blackboard Learn

https://www.youtube.com/watch?feature=player_embedded&v=ef08mqN4rIY

Activity: Build a New Test

From your Practice Course, let's build a new test!

1. Click **Course Tools** from the **Course Menu.**

2. Click **Tests, Surveys, and Pools**.

3. Click **Tests.**

4. Click **Build Test**.
    *   If you're not sure what to create, here are some ideas for tests:
        o   Breakfast food.
        o   Animals you would find at the zoo.
        o   Color wheel.
        o   Current television shows.

5. Click **Submit** to build.

QUESTION TYPES

Below are examples of types of questions that can be used in a test. Answer the question and identify the question type.

QUESTION 1

There are two types of question types that use numbers. Which are they?

☐ Calculated Numberic.

☐ Calculated Jumbled.

☐ Calculated Formula.

☐ Calculated Fill-in-the-Blank.

Question Type:

Answer:

QUESTION 2

What button would you click to create a new question?

Test Canvas: Test

The Test Canvas allows you to add and edit questions, add question review the test. More Help

Create Question ⌄   Reuse Question ⌄   Upload Questions

Selected Coordinates   Clear

Question Type:

Answer:

Question 3 Type:

QUESTION 3

You will find Test, Surveys, and Pool in this location.

_____

Question Type:

Answer:

QUESTION 4

What is the order of the Assessment Cycle?

[- ⬍]
Deploy

[- ⬍]
Review

[- ⬍]
Grade

[- ⬍]
Create

Question Type:

Answer:

▶ HELP

Question Types
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/100_Question_Types

How to Add Questions
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/010_Create_Tests_and_Surveys

Activity: Question Types

Let's add some questions to the test you created in your previous activity!

Guidelines:

- Create 5 questions, each worth 10 points each.
- 3 questions should be from the standard type category:
    - Essay
    - Fill in the Blanks
    - Matching
    - Multiple Answer
    - Multiple Choice
    - Ordering
    - Short Answer
    - True/False

- 2 question should be from the advance type category:
    - Calculated Formula
    - Calculated Numeric
    - Either/Or
    - File Response
    - Fill in Multiple Blanks
    - Hot Spot
    - Jumbled Sentence
    - Opinion Scale/Likert
    - Quiz Bowl

DEPLOY TEST SETTINGS

What does it mean to deploy a test or survey in Blackboard Learn?

- You are adding the test or survey to a course area.
- You will make it available to the students.

You must make a test or survey available to the students, but what other settings can you modify? Mark YES or NO if you can modify these settings while deploying the test in a Content Area:

YES or NO: Add an new announcement for the test.

YES or NO: A timer is used, but you cannot choose to turn it off. All you can do is set the time.

- *You can choose if a timer is used or not used.*

YES or NO: Force students to complete the test in one sitting.

YES or NO: Display for a certain dates/times.

YES or NO: The test will appear one question at a time with no backtracking.

- *You can modify if the questions appear all at once, one at a time, or if they can backtrack to previous answers.*

YES or NO: Allow multiple attempts, which can be unlimited or limited by a number you provide.

YES or NO: Allow certain students or groups to have single, multiple, or unlimited attempts.

> HELP

Deploy Tests and Surveys
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/050_Deploy_Tests_and_Surveys

Test and Survey Options
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/020_Test_and_Survey_Options

Restrict Test by Location
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/020_Test_and_Survey_Options/Restrict_Tests_by_Location

Activity: Deploy Test

Now that you have created a test and questions, it's time to deploy the test.

1. Navigate or Create a Content Area where you want to place the Test.
2. Click **Assessments**, then **Tests**.
3. Modify the settings to meet your needs.
4. Click **Submit** and the test will be added the Content Area.

GRADING TEST SUBMISSIONS

True or False: You can associate a Rubric to a test.

A student sends you the following email: I took our exam last night, but I'm not sure I submitted it. I know I answered all the questions, but when I returned later to verify, the exam had closed so I could no longer open it. What can I do?

What would you do?

  A. The only option is to Reset the test submission and have the student take the test again.
  B. View the student's attempt and verify that all the answers were saved. If they were, you can click **Submit Attempt**. Then it will process as if the student submitted the exam.
  C. Clear the attempt, then you must create a new test for that student with new questions.

To view statistical information about your tests and surveys, where would you go?

Overview: Grade Tests
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/130_Grading_Tests

Resolve Issues with Tests
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/150_Resolve_Issues_With_Tests

Video: Automatic Regrading
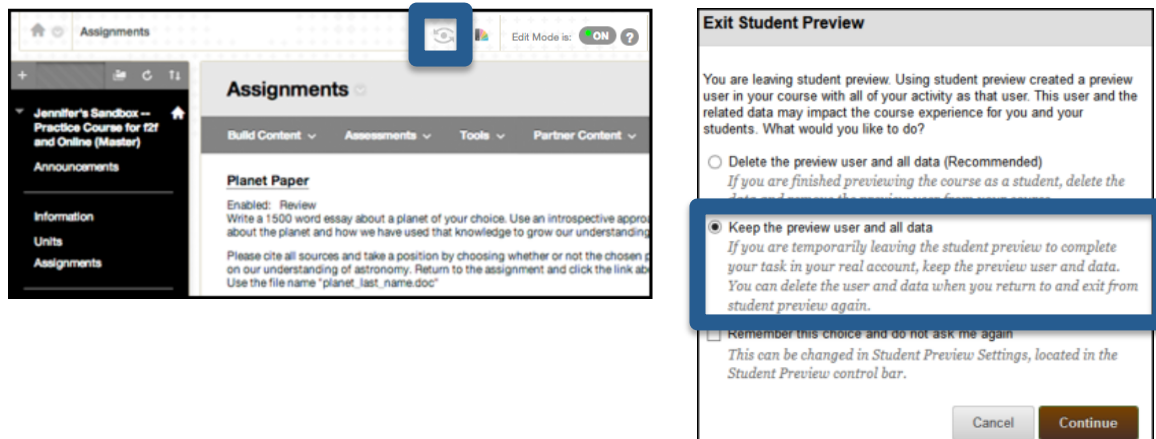http://ondemand.blackboard.com/r91/movies/bb91_tests_auto_regrading.htm

Test and Survey Results
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/070_Test_and_Survey_Results

Activity: Grading Test Submissions

Ready to take your test? To do so, you must do one of the following:

- Turn on Student Preview, take the test, and keep your data.
- Login with a **Test Student** account.

1. Once you are in **Student Preview** or logged in with your **Test Student account**, take the **Test**.
2. Once you are finished taking the test, log back into your Instructor role.
3. Grade the attempt from the **Grade Center** or **Needs Grading**.

ITEM ANALYSIS

In your own words, describe the use of Item Analysis for Blackboard Learn Tests:

TRUE or FALSE: You can run item analyses on deployed tests and surveys.

> HELP

Overview: Item Analysis
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/140_Item_Analysis

Video: Using Item Analysis in Blackboard Learn
https://www.youtube.com/watch?feature=player_embedded&v=_ZeyX2yJfFU

QUESTION SETS AND POOLS

What is a Question Set?

What is a Question Pool?

List an example of when you might use a Question Pool:

Overview: Question Sets
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/120_Reuse_Questions/020_Question_Sets

Overview: Question Pools
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/120_Reuse_Questions/030_Question_Pools

Video: How to Build a Pool of Test Questions
https://www.youtube.com/watch?feature=player_embedded&v=YICiXLeJEb0

RANDOM BLOCK

In your own words, describe Random Block in regards to Test in Blackboard Learn:

Indicate YES or NO for the following statements about Random Blocks.

YES or NO: You can only draw questions from pools only.

YES or NO: You can include a random block in a survey.

YES or NO: You can choose the a lower number than the total number of questions in a pool. (For example: show 3 out of the 50 available).

YES or NO: Using Random Blocks guarantees that students will not see the same question.

HELP

Overview: Random Blocks
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/120_Reuse_Questions/010_Random_Block

Video: How to Create a Random Block of Test Questions
https://www.youtube.com/watch?feature=player_embedded&v=UImFGhPKVpA

Overview: How to Create a Random Block of Questions in a Test

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/120_Reuse_Questions/010_Random_Block