

Creating An Online Exam/Survey In Blackboard

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Instructors use Assessments to test student knowledge, measure student progress, and gather information from students. There are two types of Assessments:

Tests – Tests/Exams are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a student completes a Test it is submitted for grading, and the results are recorded in the Gradebook. Exams are created through the Test Manager.

Surveys – Surveys are anonymous and they cannot be viewed individually only collectively. They are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value and Surveys are not graded. All surveys are created through the **Survey Manager**.

The Assessment area allows instructors to:

- follow a simple, step-by-step process to create Tests and Surveys
- create several different types of questions
- include multimedia or other attachments with Assessment and Survey questions
- re-use questions from Pools and previous Tests
- provide password-protected Tests, timed Tests, and instant feedback to Students
- create statistical reports of Student answers.

Note: Assessments that are not available to Students in a **Content Area** are not viewable from the Online Gradebook.

Test Manager

The Test Manager feature creates and organizes exams. Exam results can be graded and recorded in the online Gradebook.

Note: It is more efficient to create your questions in the Pool Manager first and then use the



test tool from the Content Area sections (Course Information, Course Documents, Assignments & External Links) to make the assessment available.

However, you can create an Exam without creating a Pool of questions. **See *Creating Your Exam on Page 5***

Creating a Pool of Test Questions

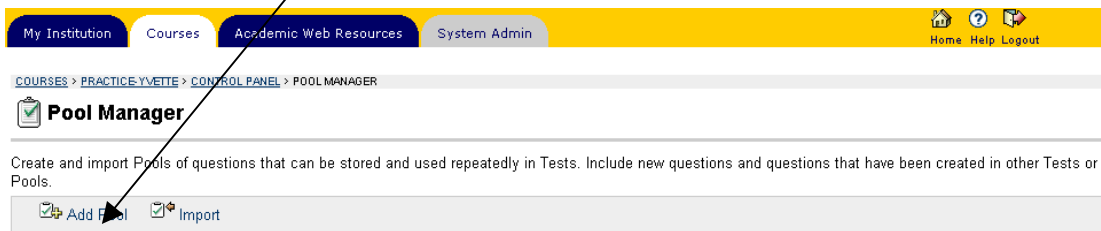
The Pool Manager functions in the same way as the Test Manager and offers all of the same options for creating and managing Pools. The Pool Manager feature allows instructors to store questions for repeated use. Pools are course specific although pools from other courses can be imported.

The difference between Pools and Tests is that Tests can be added to Course areas for users to view and complete. Pools contain questions that can be included in a Test (i.e. Pools of questions on chapter 1 only, or pools of questions on different parts of the body (heart, lung, etc.) to choose from).

Pool questions cannot be presented to Students unless they are included in a Test. Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.

From the Control Panel:

1. Click on the **Pool Manager** link in the Assessment section.
2. Click on the **Add Pool** button.



Click "Add Pool" to begin.

OK

3. Type the name of the pool in the **Name** field, the description in the **Description** field, and the instructions in the **Instructions** field.
4. Scroll down to the bottom of the page and click the **Submit** button.
5. Choose a question type (*See Question Types below*) from the **Add Question** pull down list.



6. Click on the **Go** button.
7. Enter your question then scroll down to the bottom of the page and click the **Save** button.

Question Types


Multiple Choice

1. Type the question into the **Question Text** field.
2. Choose the number of answers/choices in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** box next to the correct answer. Each choice is in its own answer box.
4. Click on the **Remove** button next to the Answer if that box is not needed.
5. Scroll down to the bottom of the page and click the **Submit** button.

Blackboard will return a window with the test question, choices and a green check mark next to the correct answer.

The screenshot shows the 'Pool Canvas' interface. At the top, there is a breadcrumb trail: COURSES > PRACTICE YVETTE > CONTROL PANEL > POOLMANAGER > POOL CANVAS. Below this is a 'Pool Canvas' header with a checkmark icon. The main area contains an 'Add Question:' section with a dropdown menu set to 'Multiple Choice' and a 'Creation Settings' link. Below this, the question details are shown: 'Name: Chapter 1', 'Description: These questions come from Chapter 1 of your text book.', and 'Instructions: Read each question carefully and answer the following questions.' There is a 'Modify' button to the right. Below the instructions, there is a 'Question 1' dropdown and another 'Multiple Choice' dropdown. To the right of these are 'Add Question Here', 'Modify', and 'Remove' buttons. The question text is 'Question: What is the keystrokes to cut or move text?'. The answer options are: 'CTRL + I', 'CTRL + P', 'CTRL + X' (which has a green checkmark next to it), and 'None of the Above'. Below the answer options, the 'Correct Feedback' is 'Correct' and the 'Incorrect Feedback' is 'The keystrokes to cut or move is CTRL + X.' There are 'Add Question Here' links on the right side of the interface.

Note: You can choose whether to have feedback or not to your students.

You can click on the **Add Questions Here** link  to the right of the new questions, if you want to add more multiple choice questions or questions of the same type. If you want to add a different type of question to this pool, click on the drop down arrow in the **Add Question:** box/link on top to select a different question. Then press the go button.

This is a close-up of the 'Add Question:' section. It shows a dropdown menu with 'Multiple Choice' selected. To the right of the dropdown is a 'GO' button and a 'Creation Settings' link. An arrow points to the dropdown arrow.

True/False

1. Type the question into the **Question Text** field.
2. Click on the **Correct Answer** button, next to the Answer Values of True/False.
3. Scroll down to the bottom of the page and click the **Submit** button.

Multiple Answers

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** box next to the correct answers.
4. Click on the **Remove** button next to the **Answer** if not needed.
5. Scroll down to the bottom of the page and click the **Submit** button.

Ordering

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field in the **Correct Order**.
4. Click on the **Remove** button next to the Answers Values if not needed.
5. Scroll down to the bottom of the page and click the **Continue** button.
6. Choose the **Display Order** from the pull down lists.
7. Scroll down to the bottom of the page and click the **Submit** button.

Matching

1. Type the question into the **Question Text** field.
2. Choose the number of questions in the **Number of Questions** pull down list.
3. Type the questions into the **Question** field(s).
4. Choose the number of answers in the **Number of Answers** pull down list.
5. Type the answers into the **Answer** field(s).
6. Scroll down to the bottom of the page and click the **Continue** button.
7. Match each question item to the correct answer from the **Match** pull down list.
8. Scroll down to the bottom of the page and click the **Submit** button.

Fill in the Blank

1. Type the question into the **Question Text** field.
2. Choose the number of possible answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field.
4. Scroll down to the bottom of the page and click the **Submit** button.

Essay

1. Type the question into the **Question Text** field.
2. Enter an example of an answer, to assist graders, in the **Answer** field.
3. Scroll down to the bottom of the page and click the **Submit** button.

Creating a Test/Exam/Assessment using the Pool Manager

You can select your questions from the pool manger to create your assessment. A test has to be created first, then you add the pool questions.

Creating your Test/Exam

From the Control Panel:

1. Click on **Test Manager** link
2. Click the **Add Test** link to begin creating your assessment
3. Enter the name of the assessment and the description and instructions
4. Scroll down and click **Submit**

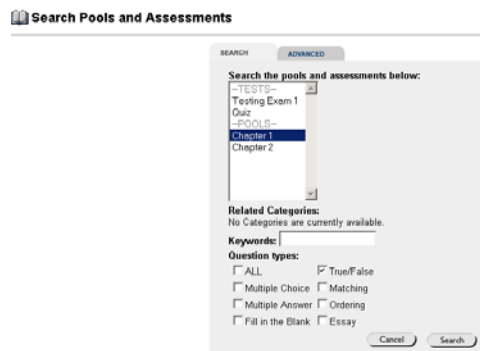
Once the Test is created now you can add questions from the **pool manager** or create new ones.

Adding questions

1. Click on the pull down arrow next to the **Add Question** types box and select **from a question pool or assessment**
2. Click the **Go** button next to the drop down arrow

You can now search for types of questions in your question pool

3. Select where you want to look for questions (i.e. Chapter 1, Heart section, etc.)
4. Check the box next to the types of questions to search
5. Click the **Search** button.



Note: You can also add questions from one test into another test.

- Click in the box next to each question you want to add in your test.

Note: The name of the test and type of assessment (Survey, Test) is listed on the top right. You can also preview each question before selecting it.

Search Pools and Assessments

Type	Question Text	Name	Type	
<input type="checkbox"/> Multiple Choice	What is the keystrokes to cut or move text?	Quiz	Test	Preview
<input type="checkbox"/> True/False	To force a pagebreak, you can press CTRL + Enter on your keyboard.	Quiz	Test	Preview

Select which questions you want. Click "Submit" to finish. Click "Cancel" to return to the previous page.

[Cancel](#) [Submit](#)

- Scroll down to the bottom of the page and click the **Submit** button.
- When all questions have been added, click the **OK** button to submit the questions for the exam.

Adding Point Value

When you add a question from the pool manager, a point value is assign. You can modify each questions point value.

- Click the **Modify** button next to each question
- In the points value box type in your new point value
- Click **Submit**.

Adding an image, URL or File to your Question

- Click on the **Creation Settings** link next to the **Go** button when you are in the **test manager or pool manager**

COURSES > PRACTICE Y.VETTE > CONTROL PANEL > POOL MANAGER > POOL CANVAS

Pool Canvas

Add Question: Multiple Choice [Creation Settings](#)

Name: Chapter 1
Description: These questions come from Chapter 1 of your text book.
Instructions: Read each question carefully and answer the following questions. [Modify](#)

[Add Question Here](#)

Question 1 [Modify](#) [Remove](#)

Question: What is the keystrokes to cut or move text?
Answer: CTRL + I
 CTRL + P
 CTRL + X
 None of the Above

Correct Feedback: Correct
Incorrect Feedback: The keystrokes to cut or move is CTRL + X.

[Add Question Here](#)

- From there you can put a check in the box to provide feedback to individual answers, add images, files and URLs to questions.
- When you create your question, you will have available boxes (fields) to add an image, a URL, files, etc. to your question.


Modifying your Test/Assessment

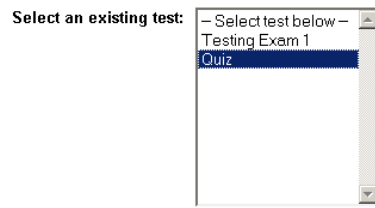
1. Click the **Test Manager** in the **Control Panel**
2. Click on the **Modify** button to the right of the **Test** item. From there you can add more questions or modify existing questions.

NOTE: Once a test is made available to a student (deployed), a warning will appear letting you know you cannot modify it.

Making Your Test/Assessment Available

You have to make your Test/Assessment available in a Content Area (Course Information, Course Documents, Assignments and External Links) for your students to see, take the assessment and their grades entered into the Gradebook.

1. Decide in which content Area you would like the assessment to be viewed
2. **In Control Panel**, select the content area (Course Information, Course Documents, etc.) where you want to place the test.
3. Click on the  button to view all test
4. Select the test you want to make available (deploy) and click the submit button
5. Click the **Modify the Test Options** link to modify the test options, such as availability (time, date), feedback, password, etc



Viewing Student Grades

Once your exam/test is made available, you can view grades in the Gradebook area.

Note: If your exam consists of Essay type questions or any question that requires your input for a grading, you need to grade the exam/question in the gradebook area. Click on the **!** (Exclamation) and view the question or enter the grade and submit it.

Clearing Student Attempts

If a student receives a Padlock when viewing the gradebook area, you will need to clear the attempt for the student to re-enter and take the exam. A Padlock appears if the student experienced network or browser failure when taking the assessment and was unable to complete the assessment.



Survey Manager

The Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing Surveys, Survey questions and settings.

The Survey Manager feature allows you to give anonymous surveys, such as professor evaluations and course evaluations. The Survey Manager offers the same question types that are offered for regular exams. **See Questions Types on Page 2.**

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

Adding A Survey

From the Control Panel:

1. Click on the **Survey Manager** link in the Assessment section.
2. Click on the **Add Survey** button.
3. Type the name of the Survey in the **Name** field, the description in the **Description** field, and the instructions in the **Instructions** field.
4. Scroll down to the bottom of the page and click the **Submit** button.
5. Choose a question type from the **Add Question** pull down list.
6. Click on the **Go** button.
7. Scroll down to the bottom of the page and click the **Save** button.

Add Questions To A Survey

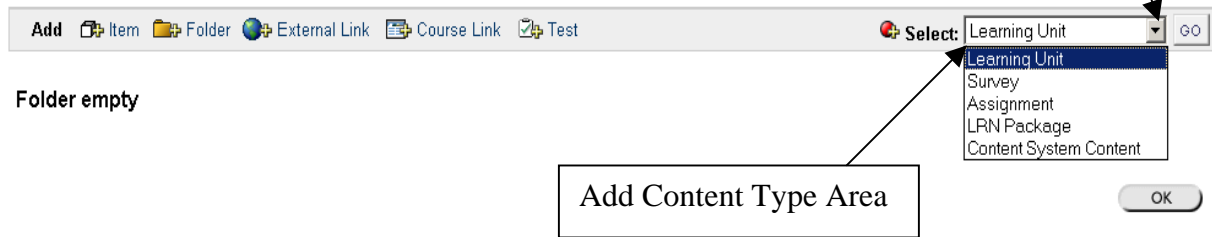
Once the Survey is created now you can add questions from the pool manager or create new ones.

Follow the steps to Adding Questions from **Page 5**

Making Your Survey Available

You have to make your Survey available in a Content Area (**i.e. Course Information, Course Documents, Assignments and External Links**) for your students to see it and take the survey.

1. In Control Panel, select the Content Area you want your survey to appear
2. From the **Add Content Type Area** on the far right of the toolbar; click the black dropdown arrow and chose survey.



3. Then click the **GO** button.
4. Select the Survey you want to make available (deploy) and click the **submit** button.
5. You will get a receipt back from the blackboard server, click **OK**
6. Click the **Modify the Survey Options** link to modify the survey options, such as availability (time, date), feedback, password, etc.