

Creating a Test or Pool in Blackboard 6

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Basic Information

What is a Blackboard Test?

Blackboard tests are assessments built out of a variety of question types. Blackboard automatically grades tests, with the exception of essay questions. Instructors can create tests that contain basic text, HTML, images, multimedia files, and hyperlinks (URLs). Each question may have a different point value, and multiple question types can be combined within one test. Existing questions can be reordered, modified, or removed. Ultimately, tests are posted into a content area, where students may take them.

What is a Blackboard Pool?

A Blackboard Pool is a repository of questions to be used in one or more tests. Pools may be constructed in Blackboard, and the process is very similar to creating a test. It is also possible to import a pool with questions generated elsewhere with a pool creation tool. In order to use questions from a pool, they must first be put into a Blackboard test.

What is a Blackboard Survey?

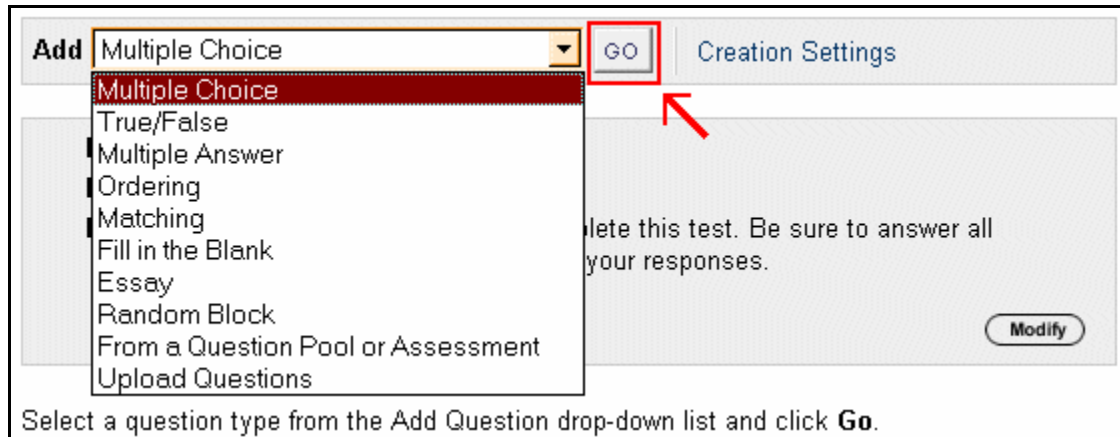
A survey in Blackboard is constructed almost like a test. However, there are no point values associated with survey questions. Surveys are anonymous to the teacher. Students receive a checkmark in the Gradebook upon completing a survey. When the instructor views responses, no associations are made between students and responses.

Creating a Test, Pool, or Survey

The basic methods for creating both a test, pool, and survey are the same.

From the Control Panel:

1. Click on the **Test Manager** or **Pool Manager** link in the Assessment section.
2. Click on the **Add Test** or **Add Pool** icon.
3. Type the name of the test or 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. If desired, use the **Creation Settings** link to customize certain features of your test, including added abilities to include images, files, or URLs to questions, or default point value for questions.
6. Choose a question type from the **Add** question pull down list.



7. Click on the **Go** button.
8. Follow the instructions for the specific question type (below).
9. 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 in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** option next to the correct answer.
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.

True/False

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

Multiple Answer

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** options 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 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.

From Question Pool or Assessment

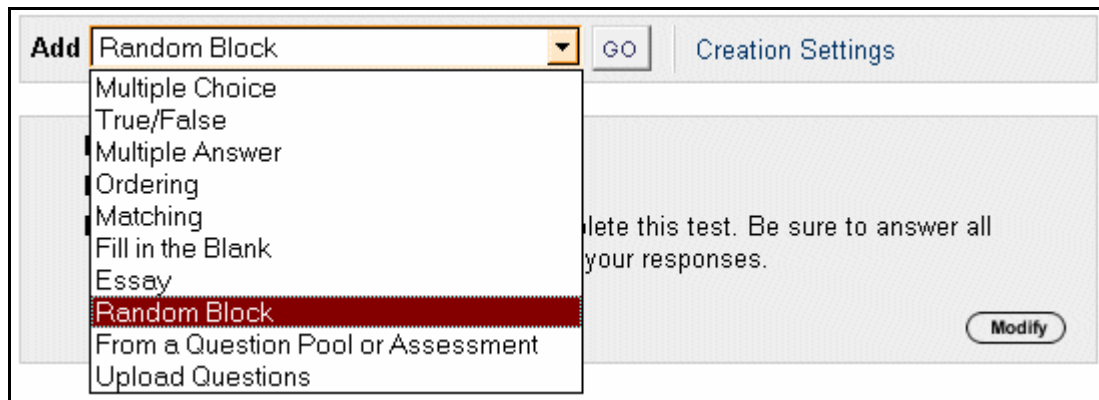
1. Click on the pool/test desired from the listed assessments.
2. Click on the **Question Types** box(s).
3. Click the **Search** button.
4. Select the question.
5. Scroll down to the bottom of the page and click the **Submit** button.

Including a Random Block of Questions in a Test

You can use pools to draw a random block of questions into an assessment.

From the Assessment

1. From the **Add Question** list, choose **Random Block**.



2. Click **Go**.
3. On the resulting screen:

Search the Pools below:

fake pool- bbassist (55)
 Nurs 202 Exam #1 fall 03 (55)
 test pool (2)
 ordering check (26)
 ordering check (26)
 Test Pool - Ordering Issue (5)
 Matching with uneven q/a (2)
 Matching with uneven q/a - exported then imported (2)
 junkity (0)

Search the Pools below:

All (55) True/False (0)
 Multiple Choice (53) Matching (1)
 Multiple Answer (1) Ordering (0)
 Fill in the Blank (0) Essay (0)

Number of questions to import

Points per question

4. Click on the pool desired from the listed pools.
5. Checkmark the **question types** box(s) from which you wish to pull for this block.
6. Enter the number of **questions to import** from the pool, to place in the block at random.
7. Enter the **points per question**. Importing 10 questions worth 5 points each results in a block worth 50 points.
8. Click the **Import** button.
9. Confirm your random block on the resulting page.

Question 1 ▾ **Random Block** **5 points**

Source points per question
pool being drawn from


Question types

| | | |
|--|---|-------------------------------------|
| | <input type="checkbox"/> All | <input type="checkbox"/> True/False |
| including only multiple choice questions | <input checked="" type="checkbox"/> Multiple Choice | <input type="checkbox"/> Matching |
| | <input type="checkbox"/> Multiple Answer | <input type="checkbox"/> Ordering |
| | <input type="checkbox"/> Fill in the Blank | <input type="checkbox"/> Essay |

Number of Questions multiply by points per question to get total value of block (50 pts)

More Information

Q: I have finished the test, how do I make it available for my students?

A: Once the test has been created, enter a Content Area section (Course Information, Course Documents, Assignments) and click on the Add Test icon  [Test](#).

- ✓ There are detailed instructions for making a test available in the "Test Options" document:
http://itc.boisestate.edu/bbsupport/BbDocs/instructors/Level_Three/test_options.pdf
- ✓ There are detailed instructions specific to making a test available for tests to be taken in the Education Building Testing Lab on the Creating an Announcement page:
<http://itc.boisestate.edu/bbsupport/BbDocs/instructors/testlink/createlink.asp>

Q: How do I grade the test and put it into Blackboard's Gradebook?

A: Tests created in Blackboard are automatically graded, with the exception of essay questions. Blackboard tests are automatically entered into the Gradebook as a new column, and scores are entered automatically as students complete a test.

Q: How do I add an image, URL, or file to my question?

A: If you would like to add an image, URL or file to your question, click on the **Creation Settings** link next to the Go button on the initial test page. From there you can choose to provide feedback to individual answers, add images, files and URLs to questions, add images and files to answers, and add categories to questions.

This document borrows some content, with permission, from the Blackboard Help & Support documents at San Diego State University: <http://www-rohan.sdsu.edu/dept/its/blackboard/index.html>