

Options on a Test or Pool in Blackboard 6


In this document:

- ✓ Adding a Test to a Content Area
- ✓ Adding a Survey to a Content Area
- ✓ Making a Test or Survey Available
- ✓ Information on Test Options
- ✓ More Information

Adding a Test to a Content Area

Once you have created a test in the Test Manager, you must add it to a content area and make it available before students can take it.

From the Control Panel:


1. Click on the content area in which you want to house your tests. We recommend **Assignments**.
2. If you have not already, create a folder named **Tests**.
3. Click on the **Tests** folder to enter it.
4. Click the  **Test** icon in the menu.
5. Select the title of the desired test from the list of existing Tests.
6. Click **Submit**, and click **OK** on the confirmation page.

You should now see your test listed in the **Tests** folder, with a greyed-out icon. This means that although you have placed the test in a content area, the students cannot see it or take it yet. To do so, you must make the test available. Refer to the **Making a Test or Survey Available** section below.

Adding a Survey to a Content Area

Once you have created a survey in the Survey Manager, you must add it to a content area and make it available before students can take it.

From the Control Panel:

1. Click on the content area in which you want to house your surveys. We recommend **Assignments**.
2. If you have not already, create a folder named **Surveys**.
3. Click on the **Surveys** folder to enter it.
4. Choose **Survey** from the  **Add Other** pull-down list on the right side of the menu.
5. Click the **Go** button.
6. Select the title of the desired survey from the list of existing Surveys.
6. Click **Submit**, and click **OK** on the confirmation page.

You should now see your survey listed in the **Surveys** folder, with a greyed-out icon. This means that although you have placed the survey in a content area, the students cannot see it or take it yet. To do so, you must make the survey available.

Making a Test or Survey Available

From the Control Panel:

1. Go to the **Assignments** area, and into the **Tests** or **Surveys** folder.
2. Click on the  **Modify** button associated with the test/survey you want to make available.

3. Click on the **Modify the Test options** link.
4. Options:
 - Ensure that "**Make the link available**" is marked **Yes**.
 - The other options are dependent upon your preferences, the purpose of the test or survey, and where students will be taking the quiz.
5. Click the **Submit** button.

Note that special instructions for making a test available that will be administered in Boise State's proctored testing lab are available at:
<http://itc.boisestate.edu/bbsupport/BbDocs/instructors/testlink/createlink.asp>

Information on Test Options

| Option | Answering Yes / Enabling | Answering No / Disabling |
|---|---|--|
| Open Test in a new window | The test will appear in a pop-up window, while the background window remains. This may cause problems for students with pop-up blockers. | The test will load in the current window. This option is recommended. |
| Make the link available | This makes both the link and the test available. If the link is not available, the test is not available. We recommend that "Yes" is always selected, and display dates and a password are set if needed to prevent early student access. | Students will not be able to view the link needed in order to enter a test. The test will not be made available. |
| Create an announcement for this Test | Blackboard will generate a course announcement regarding the posting of a new test and its location. The announcement will not link to the assessment. | No announcement is generated. |
| Allow Multiple Attempts | Permits students to take an assessment multiple times (practice exercise). Will enter only the most recent score in the gradebook. This is the only option available for a survey. | Student may only submit the assessment once. That score is recorded in the gradebook. |
| Force Completion | Students must complete the test on their first attempt. | Students are allowed to save what they have completed thus far, leave, and come back to finish the test at a later time. |
| Set Timer | Displays a running clock in the browser's status bar, timing test completion. | The assessment will not be timed. |
| Display After/Until Dates | Makes the link to the test available only through the dates and times set. It is possible to set only After, only Until, or both After and Until dates for a test. | Leaving the settings at default will make the link available immediately and indefinitely. |

| Option | Answering Yes / Enabling | Answering No / Disabling |
|--|--|---|
| | If an Until date is to be set, its checkbox must be checked. | |
| Password Protected | Allows only students with the appropriate password to take the assessment. Passwords are case sensitive. Do not use spaces. | The assessment does not require a password. |
| Score Only | After the student submits the assessment, displays a general, total result for the assessment (example, you got 70 out of 100 points). | Select 1 of 4 possible choices |
| Show Detailed Result | Displays each question and whether or not the student answered the question right or wrong. Does not display the correct answer to the student. | Select 1 of 4 possible choices |
| Show Correct Answers | Displays the student-chosen and the correct answers to the student. Does not show the feedback associated with a question. | Select 1 of 4 possible choices |
| Detailed Results, Correct Answers, and Feedback | Displays the student-chosen and the correct answers to the student, and shows the feedback associated with each question. | Select 1 of 4 possible choices |
| All at Once | Presents the entire test on one screen. This is generally recommended, but tests longer than 50 questions should be broken up into separate tests or presented question-by-question to alleviate loading time for dial-up users. | Select 1 of 2 possible choices |
| One at a Time | Presents one question at a time, with navigation buttons to submit answers and move to the next or previous question. | Select 1 of 2 possible choices |
| Prohibit Backtracking | Forces the student to take the test one-at-a-time and does not let them go back to check or change answers. | Allows the student to return to earlier questions to check or change answers. |
| Randomize Questions | Randomizes questions for each test attempt. This is an alternative to creating a test comprised of a single random block drawn from a pool. | Questions are presented in the order set in the Test Manager. |

More Information

Q: I created a test earlier, but it doesn't show up in my "**select an existing test**" box.

A: Tests can only be added to content areas once. If the test has been used before, it will not show up on the list of available tests. If you would like to use a test again, you must either remove it from the content area or create a new test in the **Test Manager** as a copy of the old one.

Q: How do I turn off the test when I no longer want students to be able to take it?

A: In the Test Manager, click on the **Modify** button next to the name of the test. In the **Modify Test Options** link, choose **No** to the **Do you want to make this link visible** question and click **Submit**.

Note: Make sure you choose to **Modify** and not to **Remove**. Removing a test from a content area will potentially remove all grades associated with that test.

Q: Can students still submit a test if it is over the time limit?

A: When taking a timed test, students get a warning when their time is about to run out. They are also shown an ongoing "clock" in the browser's status bar. If the student goes over the limit they will still be allowed to complete and submit the test, however, they will not receive a grade. The status of the test will be "Needs Grading" (! in the gradebook). You will have to review the test attempt and time exceeded by clicking on the !, then change or accept the score.

Q: How do I see survey results?

A: Survey data is kept anonymous to instructors. To view the overall results:

1. Go into the **Control Panel**
2. Click **Gradebook Views**
3. Click **Report By Item**
4. Choose the survey item for which you wish to view results. Click on its name.
5. Click on the link **Assessment Attempt Details**

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>