Printable Blackboard Assessment (Tests and Surveys) Instructions

How to Create a Test or Survey

Here are the steps to create a test. Surveys are created in the exact same manner, but by choosing "Survey" in step 2.

1. Make sure the Edit Mode button is ON. Then navigate to the location in Course Content where you want the test.
2. Click the Assessments drop-down menu at the top and select "Test" (or "Survey" if you're making a survey).
3. Click the Create button.
4. Fill in the name of the test, a description, and instructions for the test. Time saver tip: Write descriptive instructions (how long to complete the exam, when it needs to be completed by, etc.) and copy it into the description part.
5. Click Submit.
6. Next, you'll be brought into the test canvas, which is where you add your questions.
7. To start, go to Question Settings on the right side of the screen.
8. Change your default point value to 1, or whatever you'll use for most of your questions.
9. Click Submit.
10. To create a new question, select Create Question and pick the type of question you want to use. If you are entering more than one question of the same type, you can use the "Submit and Create Another" to save time.
11. If you want to pull questions from a pool or another test in the course, select Reuse Question.
12. If you have questions from TestGen or another source that need to be uploaded, select Upload Questions.
13. Repeat step 11 for all of your questions. When you have finished adding questions, click the "OK" button in the bottom-right and it will take you to the Test Options page (if you did all the steps above in one sitting without clicking around to other areas of the course) - skip to step 5 below of the "Making Your Test Available to Students" guide.

How do I Clear an Attempt for a Student?

1. Locate the test's column and the student in the Full Grade Center.
2. In that student's cell for the test, click the drop-down menu and select "View Grade Details."
3. Click the "Clear Attempt" button. Note: This completely erases the student's attempt and there will be no record of it.
4. Click "OK."

Note: You may want to give the student a second attempt instead of clearing it and completely deleting all record of it.

Make Your Test Available to Students

If you have worked on the test/survey over a period of time, you'll need to "deploy" it after you're finished (if you created the test and questions using the steps listed above but

accidentally clicked away, follow the steps below to deploy it). When you deploy the test you can set the test options, such as a timer, due date, etc. You can always adjust the settings later by clicking the test's drop-down menu and choosing "Edit the Test Options."

1. Navigate to the folder in Course Content where you want to deploy your test.
2. Click the Assessments button and select "Test."
3. Select the appropriate one from the "Add an Existing Test" box (note, each test can only be deployed once so if you don't see the name of the test listed then you've already deployed it).
4. Click Submit.
5. You'll be taken to the "**Test Options**" page. Below is a list of the options available:

Test Option	Instructions/Description/Guidelines
Content Link Description	If you included a description when you built the test, you should see that here. Otherwise type in the description/instructions. Remember to include all the information the student needs to know before beginning the test, such how much time they have, if they have multiple attempts, if it is open/closed book, etc.
Make the link available	Change this to "Yes" otherwise your students won't be able to see the test to take it.
Add a new announcement	Do not add an announcement for the test. It's a generic system announcement. It would be better to create your own announcement with helpful information.
Multiple Attempts	This allows you to choose whether or not you want to allow your students multiple attempts at the test (a certain number or unlimited). If you allow more than one attempt you can set which score is recorded in the Grade Center (e.g., highest, last, etc.).
Force Completion	**DO NOT CHOOSE FORCE COMPLETION**. It only allows students one attempt in the test, which sounds good, but ends up penalizing students who have a browser/computer crash or who lose internet connect (even if the connection is only out for a split second). You'll end up having to reopen or clear attempts for students. Use the "Set Timer" and "Auto Submit" options instead.
Set Timer and Auto-Submit	If you set the timer for your test, a countdown will display for the students. If you choose "ON" for Auto-Submit, the test will automatically be submitted when the timer expires. If you do not turn on Auto-Submit, students will be able to continue in the test but it will be marked "LATE" in your Needs Grading area (even if the questions are all automatically graded, it'll still show up as Needs Grading since they went past the time).

Display After, Display Until Dates	If you have start and end dates on the folder where the test is located, you do not need to set additional dates on the test (if they don't have access to the folder, they don't have access to the test(s) or assignment(s) inside that folder).
Password	Do not set a password unless you intend to have students take the test at a testing center and will be giving the password to the proctors.
Test Availability Exceptions	Test availability exceptions are great for Accessibility accommodations (e.g., time-and-a-half) and for extenuating circumstances (e.g., allow early access or late access due to unforseen circumstances).
Due Date	You should always set this for students because then they see it in the Calendar and My Grades so there shouldn't be questions about when it is due. If you select the box to "Do not allow students to start the test if the due date has passed," you'll need to remember to deselect that if you give a student an exception for late access to the test (that checkbox would prevent them from being able to take it late, even if they still have access to it).
Show Test Results and Feedback to Students	This feature allows you to determine how much and when information is made available to students. By default, students will only see "Score per Question" after they take the test. Click the other options if you want them to see more. Most instructors will leave the "After Submission" default setting and then add the second row of "After Due Date" or "After Availability End Date" and give students more results, such as the answer options, correct answer, what they submitted, feedback, etc.
Test Presentation	Set the way your test questions are presented to students (all at once, one at a time, randomized).

Grading All Questions Student-By-Student (Essay, Short Answer)

The quickest way to get to the test questions that need to be graded is by going to the Course Management Control Panel "Grade Center" > "Needs Grading." Then you can click the drop-down menu under the "Item Name" column for one of the tests and choose "Grade All Users" or "Grade with User Names Hidden."

1. From the Course Management Control Panel, click "Grade Center" and then "Full Grade Center."
2. Use the scrollbar along the bottom of the student list to scroll over and find the name of the test.

3. Locate a student with a yellow exclamation point (needs grading icon) for that test. Hover your cursor over the student's cell and then click the drop-down arrow that appears on the right.
4. Select the "Attempt" from the bottom of the list (if there is more than one attempt, you'll see them all listed by date with an exclamation point next to ungraded attempts).
5. You will be taken to a page with the student's complete test. At the top of the page directly below the student's name, you'll see a "Test Information" link which you can click to see details about the test, such as current grade, time elapsed, access log, etc.
6. Scroll down to the essay/short answer question(s) and type the score earned in the "___ out of X points" textbox of the question's grey bar (it's off to the right just above the question text).
7. When you are finished, scroll to the bottom and click "Submit" (if only one student has taken the test). If multiple students have taken the test, you can click either "Save and Exit" to return to the Grade Center, or "Save and Next" to grade the next attempt.

Grading By Question (Essay, Short Answer)

Many instructors find it quicker and easier to grade question-by-question (all responses to one question at a time) because they don't have to switch back and forth to different desired answers or topics.

1. From the Course Management Control Panel, click "Grade Center" and then "Full Grade Center."
2. Use the scrollbar along the bottom of the student list to scroll over and find the name of the test.
3. Click the drop-down menu for that column heading and choose "Grade Questions."
4. You'll see a list of all the short answer/essay questions along with the number of responses. The number of responses for each question is a link that will take you to a page listing of all the students' responses.

Preview	Question Text	Question Type	Default Points	Responses
	You may drive off of the paved roadway to pass another vehicle:	Multiple Choice	1	3
	You are approaching a railroad crossing with no warning devices and are unable to see 400 feet down the tracks in one direction. The speed limit is:	Multiple Choice	1	3

5. Each student's response will have a "Score" on the right and you can click the "Edit" button to enter the score earned and any feedback you want to provide. Click the "Submit" to save each score/feedback entered.
6. When you are finished grading all the questions, click "Back to Questions" to grade a different question.