



BLACKBOARD ASSESSMENT OVERVIEW

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Assessment Area

Instructors use Blackboard tests and surveys to test student knowledge, measure student progress, administer self-assessments, and gather information from students. There are eight main sections to the Assessment area in the Blackboard course control panel.

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	Early Warning System

- ✓ **Test Manager** - This section allows the user to create and modify tests, name the tests and provide information about the test for the student. 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. The Test Managers also allows for importing and exporting to the instructor's local computer, much like the Pool Manager.
- ✓ **Survey Manager** - This section allows the user to create and modify surveys, name the surveys and provide information about the surveys for the student. These surveys are NOT assigned a point value or letter grade. These are useful for polling, evaluation, and assessment of knowledge that is not graded. Similar to the Test and Survey Managers, it is possible to import/export information to the instructor's local computer.
- ✓ **Pool Manager** - The Pool Manager allows Instructors to store questions for repeated use when creating tests, quizzes, and surveys. Instructors can create new questions to include in pools and add questions that have been created in other tests or pools. Instructors can import and export question pools to share their question pools with other instructors or use them in other Blackboard courses.
- ✓ **Course Statistics** - Instructors can use the Course Statistics area to generate reports on the course usage and activity. Instructors can view specific student's usage to determine if students are actively using the Course. The report appears in the form of graphical charts.
- ✓ **Gradebook** - The Gradebook posts all student grades associated with Tests and Assignments. The Gradebook also accommodates scores for essay questions and grades for work completed outside of the Blackboard Learning System. Assessments and Assignments that are made available through a Content Area are viewed and graded in the Gradebook.
- ✓ **Gradebook Views** – Instructor can use the Gradebook View to examine grades by Gradebook Item or Student.

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- ✓ **Performance Dashboard** - Dashboard is an assessment tool that allows instructors to see key information and outcomes for all course users. The Performance Dashboard displays the last time each user logged in, their course role, Adaptive Release criteria, Review Status for content items, and grades. Instructors can sort the information using multiple criteria.
- ✓ **Early Warning System** - The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. In addition, the instructor has control over the message each time a warning is communicated. The Instructor can use the default message or modify it to more accurately communicate the seriousness of the situation.

Types of Questions

There are multiple types of question formats you can use on tests and surveys:

- **Multiple Choice**
- **True/False**
- **Fill in the Blank**
- **Multiple answer**
- **Ordering**
- **Matching**
- **Short Answer/Essay (not automatically graded)**
- **Hot Spot Questions** - Students indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
- **File Response/Upload Questions** - Student answers the question by uploading a file.
- **File in the Blank Questions**
- **Multiple Fill in the Blank Questions**
- **Opinion Scale/Likert Questions**
- **Either/Or Questions**
- **Jumbled Sentence**
- **Quiz Bowl Questions** - The student is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, i.e. who, what, or where, to be marked as correct. Partial credit may be given if the question word is not included in the answer.

- **Calculated Formula** - Include calculations within the question. The calculations can have changing values within them for each exam.
- **Calculated Numeric** – The answer is a number or within a certain range of numbers.
- **Random Block**
- **From Question Pool or Assessment**

Creating Tests or Surveys

There are multiple options for creating test and survey questions in Blackboard. Instructors can create tests or surveys:

- ✓ Directly within a content area (i.e. Assignments, Course Documents).
- ✓ From the Test or Survey Manager area of the course Control Panel.
- ✓ Using the Pool Manager area of the course Control Panel.

With slight variations, the way you create the assessment is the same whether you first create a pool, or whether you create a test directly within a content area or the Test Manager.

Question Pools

A question pool is an optional tool used to organize questions. All questions created in a pool are accessible for future use within your Blackboard course container or may be imported into another Blackboard container. The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools from other Courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.

Note: *When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.*

Creating a Question Pool

Creating a pool is recommended if you anticipate having several questions and would like to use all questions in subsequent classes or create random tests from a single pool. A pool can also be exported as a zip file and imported into another Blackboard course container. Follow the steps below to create a question pool.

Step 1: Click Control Panel.

Step 2: Click Pool Manager.

Step 3: Click **Add Pool**.

Step 4: Type in a name for the Pool. (This is a required field.)

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Step 5: Type a description of the pool, provide instructions then click Submit. You are now in the Pool Canvas area.

Pool and Test Canvas

You add test questions the same way whether you are adding questions from the pool or test canvas. The Pool and Test Canvas area allows the instructor to add questions of different types, and also to choose settings for options that appear with the questions. Creation Settings allows the instructor to:

- Provide feedback for individual answers within the test or survey.
- Add images and files to questions and answers, and categories, keywords, and URLs to questions.
- Add default point values to questions. *This option is not available in the Pool Canvas but should be used when deploying your test within a content area or within the Test Manager area. The default point value is **10 points**. Make sure to change the default point value before adding your questions or you will need to change the point value of **each** question individually. Also, questions may be marked as extra credit only. When creating a test question, click the box marked “extra credit” underneath the question’s point value.*

Steps to Add Questions

Step 1: Click the pull-down menu and select the type of question (e.g., multiple-choice, true/false, etc.) and click **Go** (see below).



Pool Canvas

Add Question:

Step 2: Fill in appropriate information regarding the question including the correct answer(s) and *optional* feedback fields. This area will need to be completed for **File Response, Short Answer** or type of question that will require input in the form of an attached file. The follow is a list of the Creation Settings options: (See table on next page.)

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Field	Description
Provide feedback for individual answers	Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers. Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
Add images, files, and URLs to questions	Select this check box to include the option to attach images, files, and URLs to questions.
Add images and files to answers	Select this check box to include the option to attach images and files to answers.
Add categories and keywords to questions	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
Specify default point value for questions	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field.
Specify partial credit options for answers	Select this option to make partial credit available for questions included in this Assessment. If selected, an option to give partial credit appears when questions are created.
Specify extra credit option for questions	Select this option to make extra credit available for questions included in this Assessment. If selected, an extra credit option appears when each question is created. This option allows the Instructor to make the question an extra credit questions as opposed to a regular question. If this option is selected points are added to the score if the question is answered correctly; no points are taken away if the questions are answered incorrectly.

Step 3: Click Submit.

Step 4: Repeat these steps until all questions are entered.

Step 5: Click **OK** to exit this screen.

About Question Completion Status

The **Questions Status Indicator** is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The **Save** button next to each question provides a visual reminder to Students to save their work periodically.

Completion status of assessment questions is displayed at the top of the page when a Student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Name and Instructions box.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box will be updated on the next page to show that the previous question

was answered. If the user does not answer a question and moves on to the next page in a question by question assessment, the status box will show on the next page that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to assessments deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a Save button to the right of each question to save this specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the Save button at the bottom of the page).

Question Metadata

Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.

Note: *The Question Metadata options are only available if **Add categories** and **keywords** to questions are selected in **Creation Settings**.*

Add Metadata to a Question

Follow these steps to add metadata to a question:

- Step 1:** Select Test Manager in the Assessment area of the Control Panel.
- Step 2:** Create a new Test or select Modify next to an existing Test.
- Step 3:** Select a new question in the Add Question: field or select Modify next to an existing question.
- Step 4:** Click Categorize to add a category, Set Learning Objective to add a Learning Objective, or Set Level of Difficulty to add a Level of Difficulty. For Keywords, enter the words, separated by commas, directly into the Keywords field.
- Step 5:** Select a value from the drop-down list and click Add. The metadata will be assigned to the question. To organize the list of available values, click Manage.

Manage Metadata

Metadata values can be added, removed, and changed. Metadata created in one question can be used when creating other questions in the same Course. Follow these steps to add values for Metadata:

- Step 1:** Select Test Manager in the Assessment area of the Control Panel.
- Step 2:** Create a new Test or select Modify next to an existing Test.
- Step 3:** Select a new question in the Add Question: field or select Modify next to an existing question.
- Step 4:** Click Manage Categories, Set Learning Objective, or Set Level of Difficulty.

Step 5: To add a value to the list of available values, enter it in the field and click Add. Available values appear below. Click Modify to change the name of a value or Remove to delete the value from the list.

Creating a Test from a Question Pool

Step 1: From the Control Panel, select the **Content Area** (e.g. Learning Units) where you would like your students to find the test.

Step 2: Click **Add Test** from the content area's toolbar (see below). The instructor has the option to create an entirely new test, or load a test that already exists within the course container.



Step 3: Click the **Create** button next to Create a new test.

Step 4: Enter the name, description and instructions and click **Submit**. You are now taken to the **Test Canvas** area.

Step 5: Click on the **Creation Settings** to set the default points for your questions before adding your questions.

Step 6: Select the **From a Question Pool or Assessment** option from the pull-down menu and click **Go**.

Step 7: Locate your pool and choose your question types and click the **Search** button.

Step 8: Select the questions you wish to include in this test or click the **Select All** option.

Step 9: Click **Submit** and then **OK**. You should receive a message that the test was successfully added and you will automatically be brought to the Modify Test page.

Modify the Test Options

Step 1: Click Control Panel

Step 2: Locate the test/quiz you wish to modify

Step 3: Click the **Modify** button

Step 4: Click the **Modify the Test Options** link.

Step 5: This will bring you to the **Test Options** page where you can modify:

- ✓ Test Information
- ✓ Test Availability
- ✓ Self-Assessment Options
- ✓ Test Feedback
- ✓ Test Presentation Options

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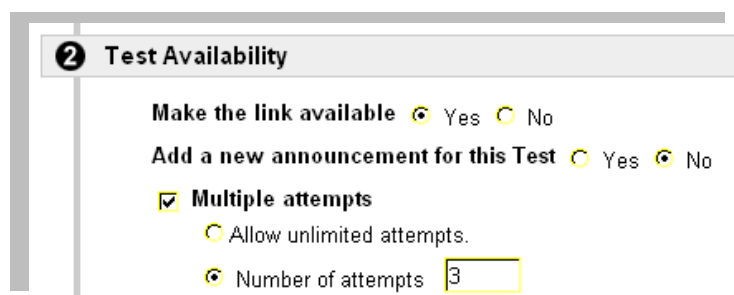
Test Information

- Name of the test/quiz may be changed here.
- Choose a color of name
- A description of the test, its contents, format and any other directions that may pertain to the submission of the test/quiz may be entered here.
- Open in a New Test Window option launches the test from a new window that will be placed in front of the Blackboard window.

Test Availability

Under Test Availability the following options are available:

- **Make the link available:**
 - **Yes** -- This will make the test visible until the Instructor changes the setting to **No**. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
 - **No** – The test will not appear to Students. *Note:* When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen by the instructor when accessing the Course area through the Control Panel.



The screenshot shows the 'Test Availability' settings panel. It includes the following options:

- Make the link available:** Radio buttons for 'Yes' (selected) and 'No'.
- Add a new announcement for this Test:** Radio buttons for 'Yes' and 'No' (selected).
- Multiple attempts:** A checked checkbox.
- Allow unlimited attempts:** Radio button (unselected).
- Number of attempts:** Radio button (selected) and a text input field containing the number '3'.

- **Add a new announcement for this test** if you want an announcement automatically added to the announcement page which appears when the student enters his/her Blackboard course.
- **Allow Multiple Attempts** (Optional) the student is able to take the test several times. Assessments may be set to allow unlimited attempts or a specific number of attempts. The status of multiple attempts is displayed to Students at the top of the Assessment. Also, the Gradebook includes an *Override* field so that the instructor can override the score independent of any attempts.
- **Force Completion:** (Optional) Students must complete the Assessment the first time it is launched if Force Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit

and re-enter the Assessment. If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment. If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.

- **Set Timer:** (Optional) Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.
- **Display after** (Optional) allows the instructor to make the test unavailable over a certain number of days. Leave Do you want to make the test visible? On Yes, and choose the dates for display.
- **Display Until** (Optional) to choose an end date and time.
- **Set Password** (Optional) the student must enter a password before being allowed to take the test. All students use the same password to enter the test, the instructor cannot issue separate passwords for each student in the class. Passwords cannot be longer than 15 characters. Passwords are case sensitive.

Make a Test Available at a later date/modifying the test options

Step 1: Click Control Panel.

Step 2: Click the Content Area where the test appears (e.g. Learning Units) and locate the test to be made available and click Modify, found on the far right of the screen.

Step 3: Click Modify the test options and select a date underneath Test Availability. Please make sure you have also clicked the box to the right of the date you select.

Step 4: Click Submit.

Self-Assessment Options

Self-Assessment area allows for two options allowing the instructor the option of checking either or none. These are listed as:

- **Include this test in Gradebook score calculations:** Gradebook items excluded from summary calculations are also excluded from weighting. Please note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed
- **Hide the score of this test from the Gradebook:** Checking this item will cause the student's grade to *not* be displayed nor calculated within the Gradebook. Select this option to hide this test score in the Grade Center. If selected, this item behaves as a survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the Grade details pages.

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Test Feedback

The instructor is able to set the amount and type of feedback that is provided to the student either during the test or holding all the feedback until all questions are answered. Also, the submission report verifying that a student has submitted his test successfully now includes more details, including the date/time of submission. Instructors may ask students to print this as proof of submission.

Test Presentation

The instructor is able to control how the questions are presented.

Presentation Modes:

- **All at Once** option presents the entire Test on one screen.
- **One at a Time** – Presents one question at a time
 - **Prohibit Backtracking** – Prevents changing the answer to a question that has already been submitted. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.
- **Randomize Questions** Display questions in a random order each time the Assessment is taken.

Unavailable Assessments

There is a difference between *unavailable* Assessments and *removed* Assessments.

- Removed Assessments have been removed from the Test or Survey Manager.
- Unavailable Assessments are deployed to a Course area but a link does not appear to Students.

The Assessment can be seen when accessing the Course area through the Control Panel. Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date.

Note: If the link to the Assessment is available, but neither date is set, the Assessment is **immediately** and **always** available.

Modify an Individual Test and/or Question(s)

Test questions can be modified after they are created but any modification must be completed *before* the assessment has been taken by a student. To change the question itself or the answers:

Step 1: Click **Control Panel**.

Step 2: Click **Test Manager** or select the Content area where the test is deployed and locate the test to modify and click **Modify**, found on the far right of the screen.

Step 3: Locate the question you would like to change and click **Modify**, found on the far right of the screen and make appropriate changes, click Continue and Submit.

Warning - A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students. If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their Grade and feedback. They will not view their original Assessment attempt.

Steps for Exporting a Question Pool

After creating a Question Pool, it can be exported as a zip file for use in other course containers.

Step 1: Click **Control Panel**.

Step 2: Click **Pool Manager**.

Step 3: Locate the pool to be exported and click **Export**, found on the far right of the screen.

Step 4: A new window will appear. Click **Save** and save the zip file in the appropriate area. (The browser will automatically save the file to the desktop)

Steps for Importing a Question Pool

After creating a zip file and exporting a question pool from another course container, the instructor can import that question pool into a course container.

Step 1: Click **Control Panel**.

Step 2: Click **Pool Manager**.

Step 3: Click **Import**.

Step 4: Click **Browse** next to the Pool to Import field.

Step 5: Choose the appropriate file and click **Open**.

Step 6: Click **Submit**.

Survey Manager

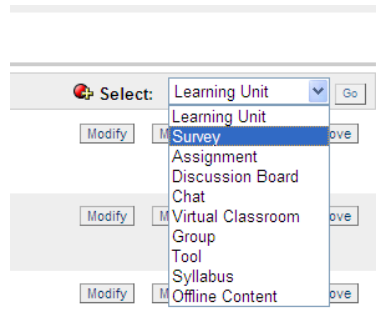
A survey records answers anonymously, cannot give feedback, cannot be graded, and will not be associated with a student's name. The instructor will know that a student has taken the survey, but will not know which student. This option may be valuable for course evaluations or polling of students when anonymity is desired.

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Creating Surveys

Surveys are created using procedures similar to tests. As with creating a Test, you will need to select the Content Area you would like to source the survey. **Once you are in** the screen for this category, you will need to open the drop down box located on the far right hand side of the screen and select Survey.



You will then be directed to the Add Survey Screen. As with creating a test, click Create and enter in information about the survey in the next screen. You may also use the Pool Manager to create your survey questions.

Adding Surveys to the Content Area

Once your survey questions have been created within the Survey Manager or Pool Manger, you will need to deploy the survey within the content area where you would like your students to access the survey. As with tests, you can also create your survey directly within a content area.

- Step 1:** Click on the Content area within the Control Panel where you want to make the survey available button.
- Step 2:** Click on the Survey option from the far right pull-down menu and click the Go button. (See image above.)
- Step 3:** Click the Create button or select an existing survey.
- Step 4:** Click Submit.
- Step 5:** Add questions and modify the survey options the same way as when creating a test.

Differences between Test Feedback and Survey Feedback

When a *Test* is deployed, four options for Test Feedback appear on the Test Options page. When a *Survey* is deployed, only two options are available:

- Status – Allows Students to see if the Survey is complete or incomplete
- Submitted answers – Allows users to see the answers they submitted.

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