Tests, Surveys, and Pools in Blackboard

In Blackboard, "Tests" and "Surveys" are two kinds of assessments that consist of a series of questions designed to measure student learning progress or to gather data. When you create tests within Blackboard, questions with a set correct answer will be automatically evaluated, and you can even provide automated feedback for correct and incorrect answers.

The processes of creating, deploying, and taking tests and surveys are identical. The main distinction between the two is that tests are graded while surveys are not. Furthermore, survey results are anonymous as instructors cannot view an individual user's answers to questions but are only able to review survey results for the whole course.

"Pools" in Blackboard function as question repositories where you can dip in and select any number of questions you've created for one test and import them into another test or survey. For example, you could create a set of 20 questions about a certain topic for one test, then go back to your pool and use some or all of those same questions in another test, or a quiz, or even as part of a survey in another class.
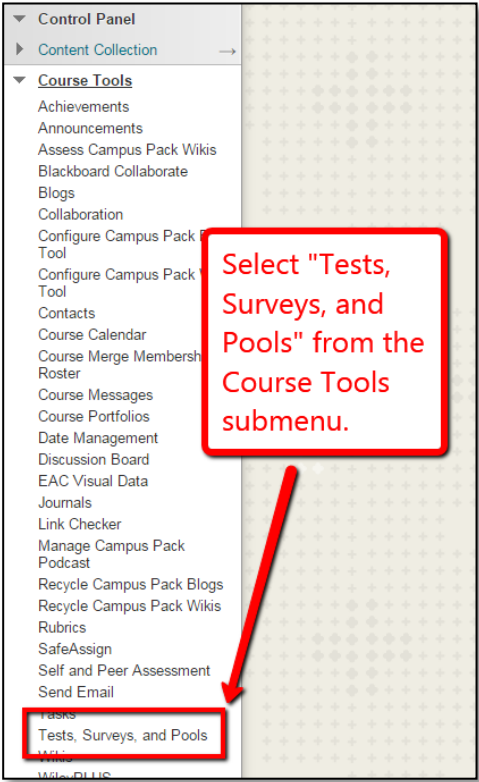
This guide will show you how to create test/survey questions (Steps 1-19), how to deploy tests/surveys and set test options (Steps 20-24), how to create a survey (Step 25), and how to build and use Pools (Steps 26-34).

For instructions on how to import/export tests, surveys and pools, see our separate quick guide:
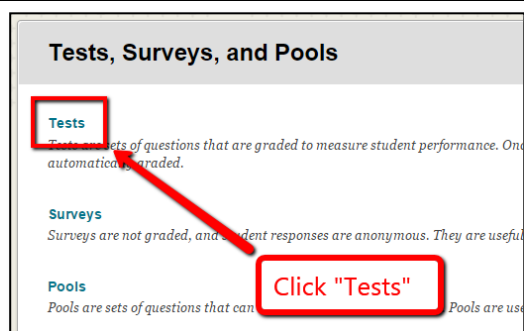http://spsfaculty.commons.gc.cuny.edu/quick-guides/

For more detailed information on each item discussed below, see the Blackboard Help site:
https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/070_Tests_Surveys_Pools

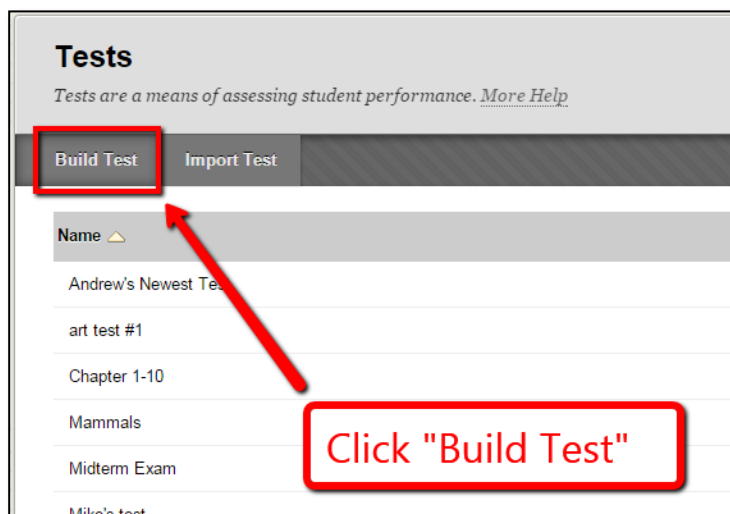| Step 1	
Creating Tests First, go to the Control Panel in the lower left hand corner of your course page and open up the Course Tools submenu. Then, click "Tests, Surveys, and Pools."	 Select "Tests, Surveys, and Pools" from the Course Tools submenu.

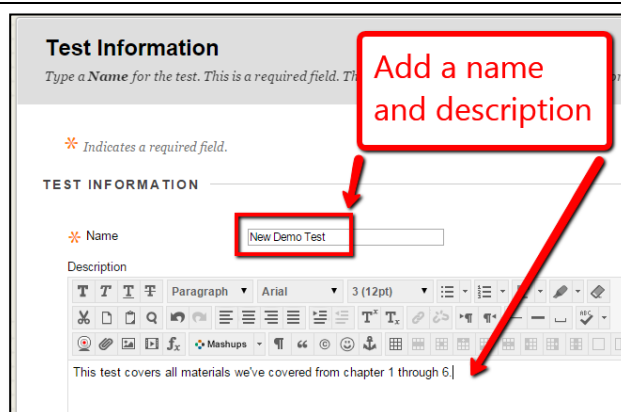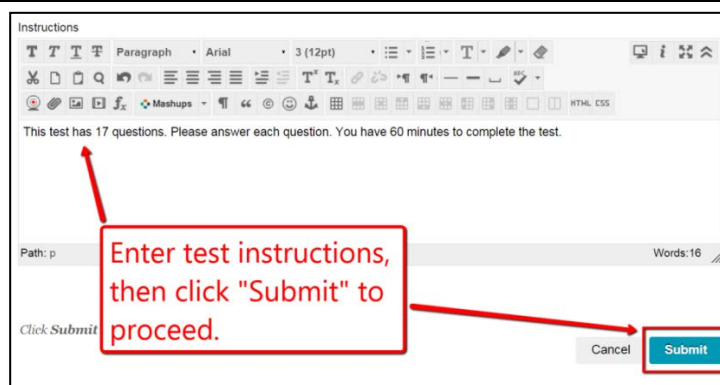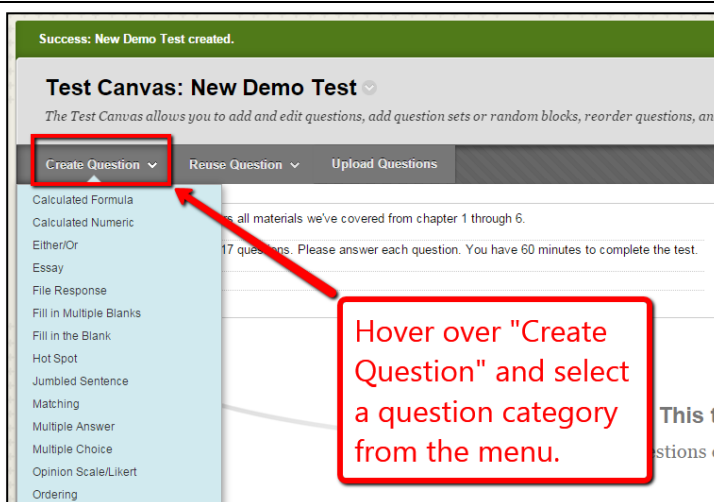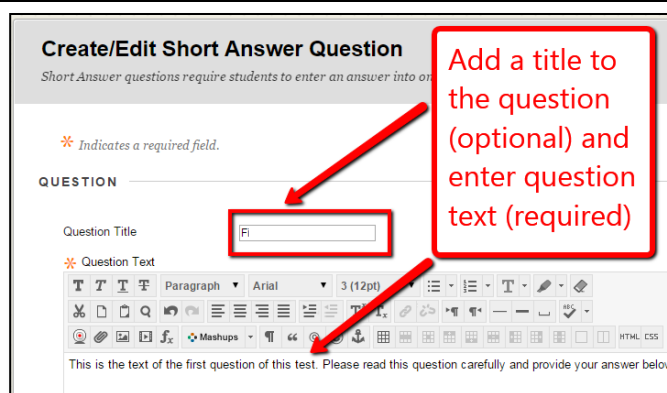|	
Step 2 Select "Tests" to view all the tests that have been created in the course or to create a new test.	**Tests, Surveys, and Pools** **Tests** *Tests are sets of questions that are graded to measure student performance. Onc automatically graded.* **Surveys** *Surveys are not graded, and student responses are anonymous. They are useful* **Pools** *Pools are sets of questions that can ... Pools are use* Click "Tests"
Step 3 All tests previously created in this course will be listed, along with information on whether the test has been deployed and when it was last edited. You can edit these tests by clicking on the downward facing arrow that appears when you hover over the test's name and clicking "Edit." **To create a new test**, click the "Build Test" button at the top of the screen.	**Tests** *Tests are a means of assessing student performance.* More Help **Build Test** **Import Test** Name △ Andrew's Newest Te art test #1 Chapter 1-10 Mammals Midterm Exam Mike's test Click "Build Test"
Step 4 This takes you to the "Test Information" page where you will be prompted to add a name and description. Students will see the title of the test and the description before starting the test.	**Test Information** *Type a **Name** for the test. This is a required field. Th* ✳ *Indicates a required field.* **TEST INFORMATION** ✳ Name New Demo Test Description *[editor toolbar]* This test covers all materials we've covered from chapter 1 through 6. Add a name and description
Step 5 If you wish, enter instructions. Students only see these instructions when they have begun the test, so if you have any instructions you'd like them to see before starting, add it to the description instead (see Step 4). Click "Submit" when done.	Instructions *[editor toolbar]* This test has 17 questions. Please answer each question. You have 60 minutes to complete the test. Path: p Words:16 *Click Submit* Cancel **Submit** Enter test instructions, then click "Submit" to proceed.

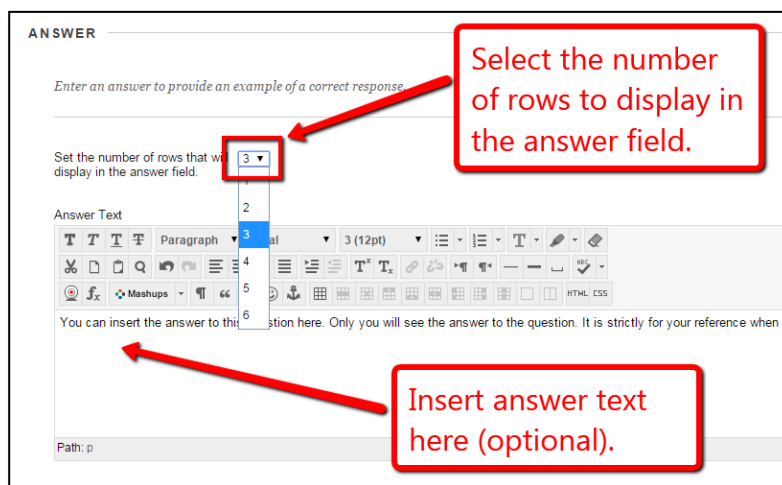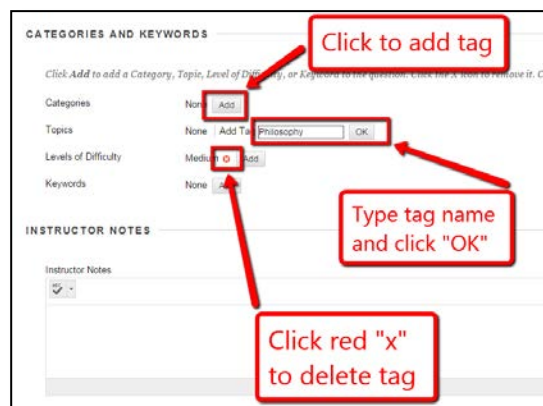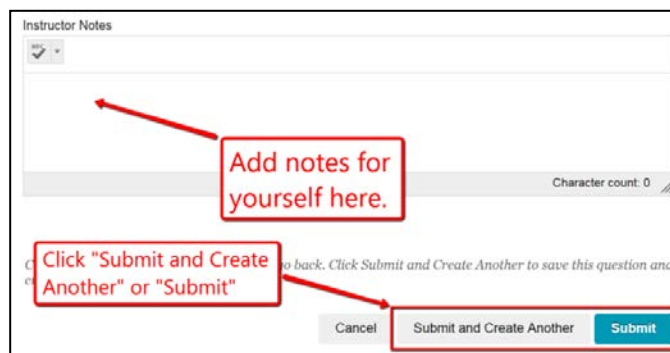|	
### Step 6 This brings you to the "Test Canvas" page. To start adding questions hover over "Create Question" and choose one of the options from the drop-down list. For a detailed description of each question type, see here: *https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/070_Tests_Surveys_Pools/100_Question_Types*	**Success: New Demo Test created.** **Test Canvas: New Demo Test** *The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and* Create Question ∨ Reuse Question ∨ Upload Questions Calculated Formula Calculated Numeric Either/Or Essay File Response Fill in Multiple Blanks Fill in the Blank Hot Spot Jumbled Sentence Matching Multiple Answer Multiple Choice Opinion Scale/Likert Ordering Hover over "Create Question" and select a question category from the menu.
### Step 7 Here, we are modeling a **"Short Answer" question**. First, enter a name for the question (optional). Students will not see this title, but you may find it helpful when viewing the test later in the Test Canvas. Then enter the text of the question (required).	**Create/Edit Short Answer Question** *Short Answer questions require students to enter an answer into on* ✱ *Indicates a required field.* QUESTION Question Title [Fi] ✱ Question Text This is the text of the first question of this test. Please read this question carefully and provide your answer below Add a title to the question (optional) and enter question text (required)
### Step 8 Next, you may choose to limit the number of rows students will have available to them in the answer field by clicking the dropdown menu and selecting a number. Note: If you wish, you may write an answer to the question in the "Answer Text" editor (optional). Note that students will *not* see this text until after their test has been graded. See Step 23, #12 for details on displaying answers and feedback to students.	**ANSWER** *Enter an answer to provide an example of a correct response.* Set the number of rows that wi [3 ▼] display in the answer field. Answer Text You can insert the answer to this question here. Only you will see the answer to the question. It is strictly for your reference when gr Path: p Select the number of rows to display in the answer field. Insert answer text here (optional).

Step 9 Some question types allow you to use a rubric for grading. If you would like to add a rubric to this question, and if the option is available, hover over "Add Rubric" and follow the prompts.	Hover over "Add Rubric" and make selection.
Step 10 Optional: You can add tags to your question in order to identify the question's category, topic, level of difficulty, and any keywords you'd like to associate with it. This will be particularly helpful when re-using questions in Blackboard's "Pools" feature (see Steps 26-37).	Click to add tag Type tag name and click "OK" Click red "x" to delete tag
Step 11 Add any notes to yourself in the "Instructor Notes" box (optional). Click "Submit and Create Another" to save this question and create another question of the same type, or click "Submit" to save this question and return to the Test Canvas.	Add notes for yourself here. Click "Submit and Create Another" or "Submit"
Step 12 The question and answer you created appear now on the Test Canvas. Note that questions are automatically assigned a point value of 10. You can change this for an individual question by clicking the point value displayed on the right and inserting the new value. To change the point values of multiple questions, tick the box to the left of the questions you'd like to revalue and input the new point value in the "Points" box at the bottom of the page.	Tick boxes and insert new point values for multiple questions. Insert new point value here.
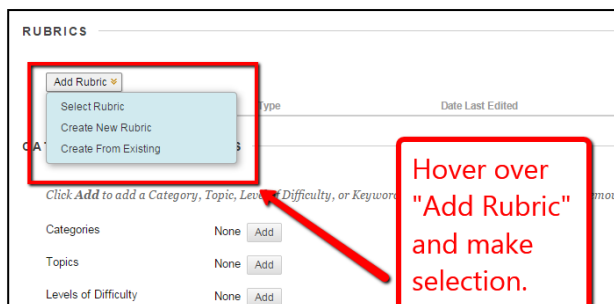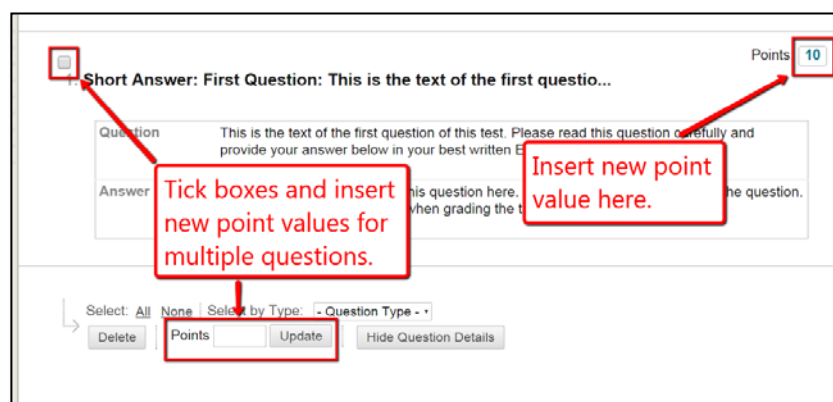
Step 13	
You can add another question by hovering over the "+" symbol above or below a question and selecting the appropriate question type from the menu. The new question will be inserted either before this question (if "+" above is selected) or after ("+" below) depending on which "+" symbol you click. Note: You can reorder questions at any time by using the drag and drop method outlined in Step 19 below. As another example, we'll show you how to **create a "Multiple Choice" question**. From the Test Canvas, hover over the "Create Question" tab (or click on the "+" sign above or below the first question) and select "Multiple Choice" from the menu.	Click "+" to add question Hover over "Create Question" or "+" sign and select "Multiple Choice" from the menu.
Step 14	
First, enter a name for the question (optional). Students will not see this title, but you may find it helpful when viewing the test later in the Test Canvas. Then enter the text of the question (required).	Input question title (optional) and question text (required).
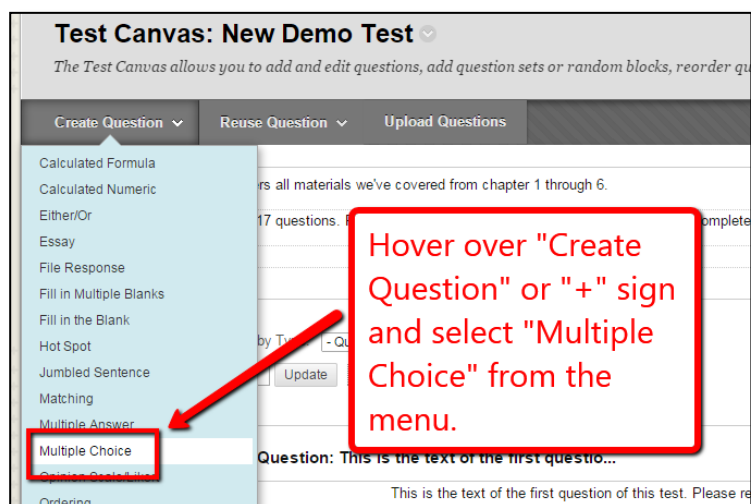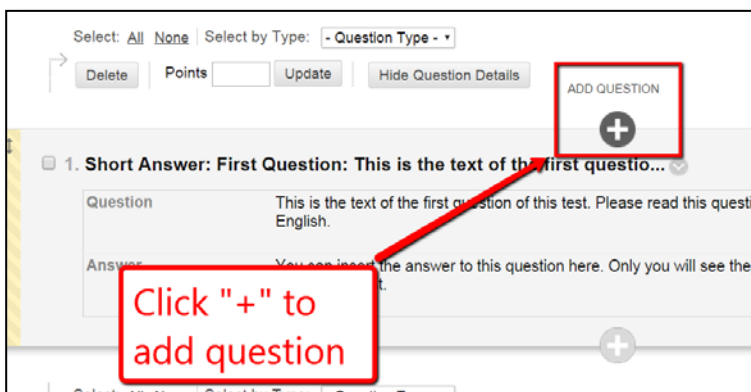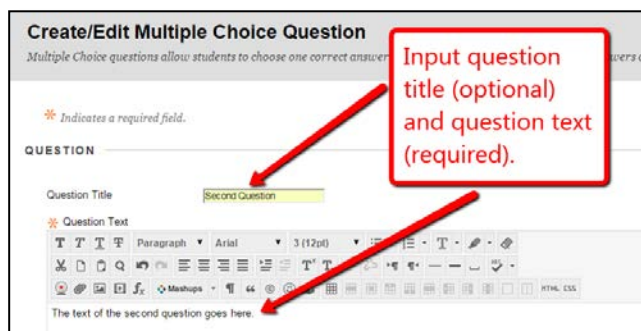
Step 15

In the "Options" field, you'll find a number of options for defining the layout of your question's presentation:

1) **Answer Numbering**: answers presented as a list of Arabic or Roman numerals and uppercase or lowercase letters.

2) **Answer Orientation**: answers presented either in a vertical or horizontal list.

3) **Allow Partial Credit**: award a percentage of the question's total points for partially correct answers. Also enables you to award negative scores for incorrect answers.

4) **Show Answers in Random Order**: randomize the order in which answers are presented to students.

OPTIONS

If partial credit is allowed, each incorrect answer can specify what pe...

Answer Numbering	None ▼
Answer Orientation	None
Allow Partial Credit	Arabic Numerals (1, 2, 3)
Show Answers in Random Order	Roman Numerals (I, II, III)
	Uppercase Letters (A, B, C)
	Lowercase Letters (a, b, c)

Select answer numbering scheme

If partial credit is allowed, each incorrect answer can specify u...

Answer Numbering	Arabic Numerals (1, 2, 3)
Answer Orientation	Vertical ▼
Allow Partial Credit	Vertical
Show Answers in Random Order	Horizontal

Select answer orientation

Answer Numbering	Arabic Numerals (1, 2, 3) ▼
Answer Orientation	Vertical ▼
Allow Partial Credit	☑
Allow Negative Scores for Incorrect Answers	☐
Show Answers in Random Order	☐

Tick box to allow partial credit (enables options for negative scores for incorrect answers).

Answer Numbering	Arabic Numerals (1, 2, 3) ▼
Answer Orientation	Vertical ▼
Allow Partial Credit	☑
Allow Negative Scores for Incorrect Answers	☐
Show Answers in Random Orde	☑

Tick this box to randomize the order of answers.

Step 16

In the "Answers" field, click the dropdown menu to select the number of answer choices (default 4; up to 100). If you would like fewer than four choices, click the "Remove" button to the right of the "Answer 1" text editor.

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers 4 ▼

Correct
○ Answer 1.

4
5
6
7
8
9
10
11
12
13
14
15
16

Remove

Click dropdown menu and select the number of answer choices.

Click "Remove" button for less than four answer choices.

Words:0

○ Answer 2.

Remove

Step 17	
Insert text for the correct answer in the "Answer 1" text editor. In each subsequent answer box, insert text for an incorrect answer and, if enabled, the corresponding partial credit percentage.	Insert text for the correct answer here. Insert text for first incorrect answer here. If enabled, insert partial credit percentage here.
Step 18 In the "Feedback" section, you can insert feedback that will be displayed in response to either correct or incorrect answers (optional). Add notes to yourself in the "Instructor Notes" text editor (These will not be visible to students). Click "Submit" to save this question and return to the Test Canvas, or click "Submit and Create Another" to save this question and create another of the same type. Note: Please refer back to Step 10 for information on using tags in the "Categories and Keywords" section.	**FEEDBACK** *Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is a* Correct Response Feedback Students will see this in response to a correct answer. Insert Correct / Incorrect feedback here. Incorrect Response Feedback Students will see this in response to an incorrect answer. Note: Creating questions of other types will involve slightly different options, but based on the two examples here, you should be able to create any other type of question you like.

Step 19

Here is the Test Canvas with the two questions we've created so far. Note that you can rearrange the question order by dragging the vertical arrows to the left.

To delete a question, tick the box to the left of its title, then click "Delete." You can select individual or multiple questions.

To view only questions of a particular type, click the "Question Type" dropdown menu and select the question type to view.

Click "Hide Question Details" to display only the question titles. Click "Show Question Details" to see all question details, including question text, answer(s) and feedback.

When you are done adding questions to your test, click "OK" to return to main tests page.
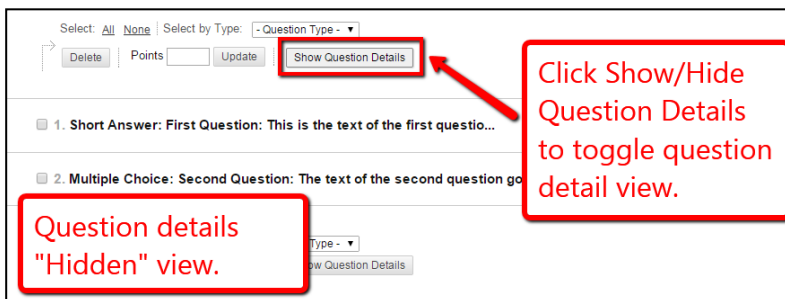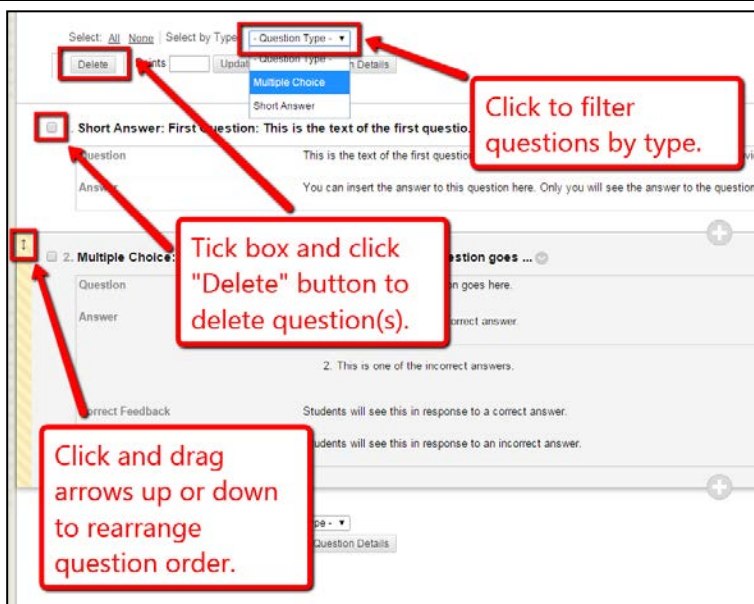
Step 20

Deploying Tests

Now that you've created a test, you're ready to deploy it (i.e. make it available to students). First, navigate to the content area of your course where you'd like the test to appear. Then, mouse over the "Assessments" tab and select "Tests" from the dropdown menu.
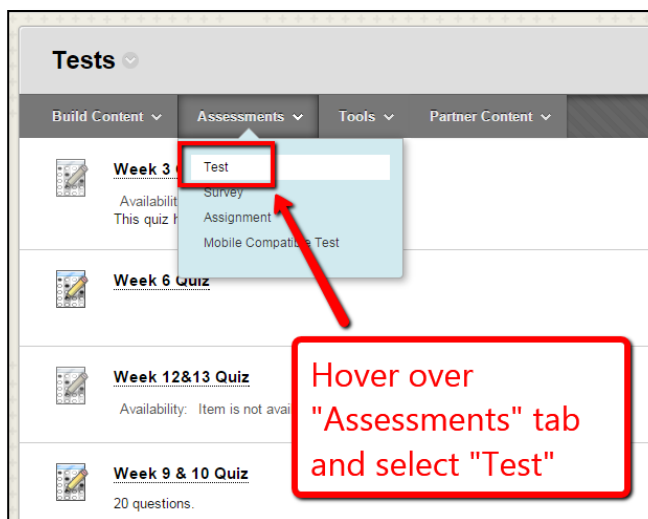
Step 21

On the "Create Test" screen, select the test you'd like to deploy from the list of existing tests. Click "Submit" to proceed.

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test o

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   [Create]

Add an Existing Test
-- Select Test Below --
Animal Sounds Assessment
Midterm Exam
ttt
Practice
Testing tests
Demo Test
New Demo Test

Select test from list of existing tests.

Step 22

This takes you to the "Test Options" page. Under "Test Information," you may modify the name of the test and the link description, if needed.

Tick the boxes next to the options to show the test description and instructions to students before they begin the test (recommended).

You can also choose to have the test open in a new window (not recommended).

TEST INFORMATION

❊ Name   New Demo Test

Choose Color of Name   ■ Black

Content Link Description

This test covers all materials we've covered fr

Path: p

Tick boxes to show test descriptions and instructions to students before they begin the test.

Test Description   This test covers all materials we've covered from chapter 1 through 6.

☐ Show test description to students before they begin the test.

Test Instructions   This test has 17 questions. Please answer...   est.

☐ Show Instructions to students before they begin the test.

Open test in new window   ○ Yes ● No

We do not recommend you elect to open test in new window.

Step 23

The "Test Availability" field contains the following options:
1) Make the test available to students.
2) Create an automated announcement alerting students to the availability of this test (recommended when you restrict the dates the test is available to students).*
3) Allow students to take the test more than once by enabling either unlimited attempts, or specify a specific number of attempts. If you enable multiple attempts, you may also choose to grade the test by either highest/ lowest grade, last attempt, etc. (see inset)

Select "Yes" to make the test available.

Select "Yes" to send automatic announcement about the test.

Tick box to allow multiple or unlimited attempts.

*Note: When adding a new announcement to a test, be mindful that the announcement will be sent as soon as you click "Submit," even if the test link is still unavailable. To avoid this confusion, we recommend that if you want to send out an announcement about the test, you make the link available, select the announcement option, and set a "display after" date (see #7 below). This will post a hidden announcement, which will only become available to students on the "display after" date.

Step 23 cont.

4) Force Completion: tick the box to force students to complete test in one sitting. Note: this will also force-complete the test in case a student's computer crashes during test taking.

5) If you'd like, set a timer and select the time (in min) students will have to take the test. The time elapsed will be shown when students take the test, and a one-minute warning appears as students approach the limit.

6) If you set a timer, turning on Auto-Submit will save and submit the assessment automatically when time expires. When set to off, students have the option to continue after time expires.

7) Display After/Until: Optionally, select the date and time when the test or survey becomes available to students.

Tick box to force students to complete test in one sitting.

Tick box to enable timer, then select time (in minutes.)

Select "ON" to enable "Auto-Submit," which will automatically submit test once time expires.

Tick the box next to "Display After" and/or "Until" to set availability dates, then select date and time by clicking on the calendar/clock icons.

8) Password: Optionally, enter a password to enable password protection for the test. Passwords cannot be longer than 15 characters and are case sensitive. Be sure to give the password to your students!

Tick the box and enter a password.

9) Test Availability Exceptions: You might want to exempt a student, or groups of students, from the test, allow more time to take the test, allow multiple attempts, or set different due dates. To do so, click the "Add User or Group" button to select students or groups of students, and grant exceptions (see Appendix A for more details).

Click "Add User or Group" button to grant test-availability exceptions to selected students.

Step 23 cont.

10) Set a due date and time for the test. You may also tick the box below the due date if you would like to prevent students from starting the test once the due date has passed.

11) Self-Assessment Options: by default, tests are included in Grade Center score calculations. If this test is meant as a self-assessment for students, you may want to exclude it from the Grade Center score calculation by unticking the box. You may also choose to hide test results from the instructor by ticking the second box.

12) Show Test Results and Feedback to Students: by default, scores and feedback are available to students immediately after they submit the test. You may change when students see their results/feedback ("After Attempts are graded" is a good option), as well as select which answers, feedback and incorrect questions students are able to see.

Tick the box, then click the calendar/clock icons to set a due date and time for the test

Prevent students from starting test if due date has passed.

By default, test is included in Grade Center score calculations.

Tick this box to hid test from instructor and Grade Center.

Select when to show results and feedback.

Select what students see: Scores per Question, Answers, Feedback, and Incorrect Questions.

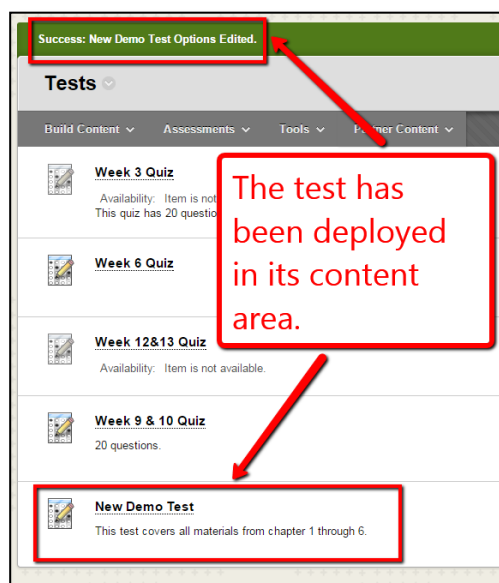|	
<u>Step 23 cont.</u> 13) Test Presentation: by default, all test questions will be presented at once. If you prefer, you may choose to present test questions one at a time by clicking the bubble next to that option here. You may also enable "Prohibit Backtracking," which prevents students from being able to change answers they have already submitted. Tick the box next to "Randomize Questions" to present questions in a random order. When done, click "Submit" to save these test options and deploy the test.	
<u>Step 24</u> A green "Success" banner at the top of the screen confirms that the test has been deployed and, depending on the availability options you chose, is available to students. Note: **Once a test has been deployed, you cannot deploy it again on the same course site.** If you want to re-use the test within a course, you first have to create a copy of the test (see Steps 24a-b), then deploy that copy.	
<u>Step 24a</u> **Copying a Test** To copy a test, navigate to the "Tests, Surveys, and Pools" course tool area, select "Tests," mouse over the test you'd like to copy, and select "Copy" from the dropdown menu.	
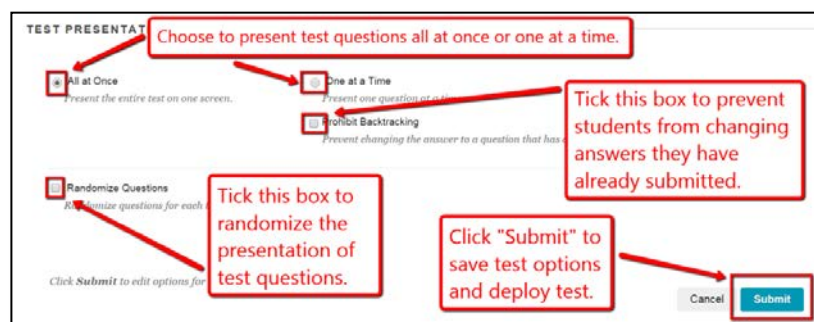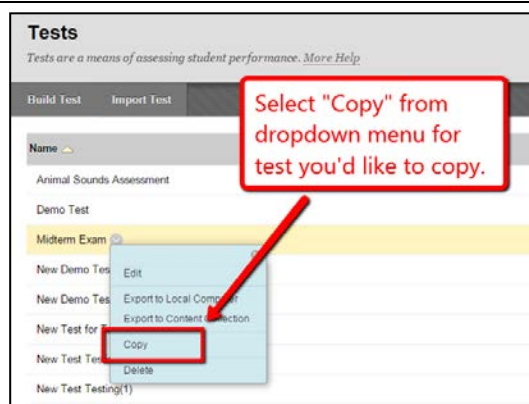
|	
<u>Step 24b</u> The test will be copied automatically and appear in the test list below the original test with "(1)" next to its name. To deploy the copy, use the same process outlined above in steps 20 – 24.	
<u>Step 25</u> **Surveys** The processes of creating and deploying surveys are identical to those of tests, except they are not graded. Please see Steps 1-24 for details on how to set up a survey canvas, create questions, and set survey deployment options.	
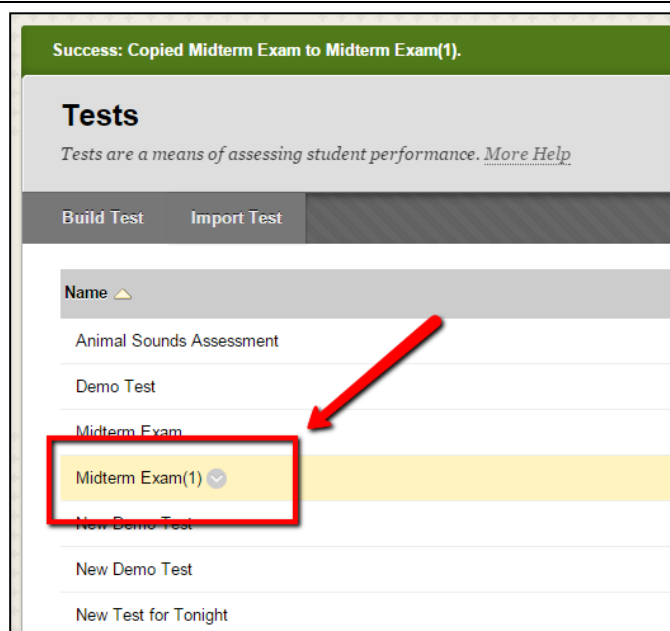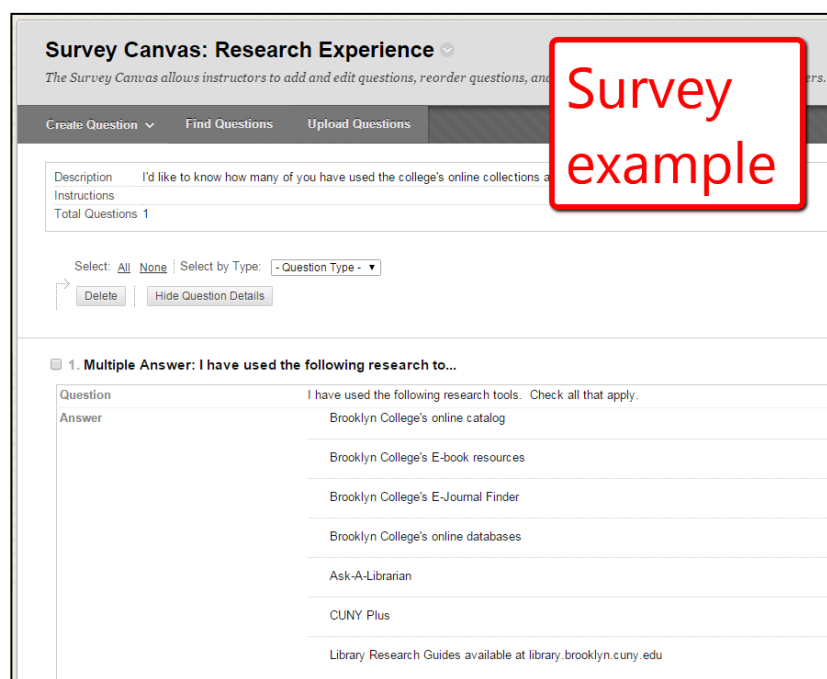
Step 26

Pools

You can create questions and store them in a pool in order to reuse them in more than one test or survey in this course.
To create a pool, click "Tests, Surveys, and Pools" in the "Course Tools" menu, then click "Pools" on the "Tests, Surveys, and Pools" page.

Note: The advantage of using pools is you do not have to remember all the questions you've ever created and then recreate them each time you want to use them. Just dip into a pool and import them into another test or survey.

Tests, Surveys, and Pools

Click to create a new pool.
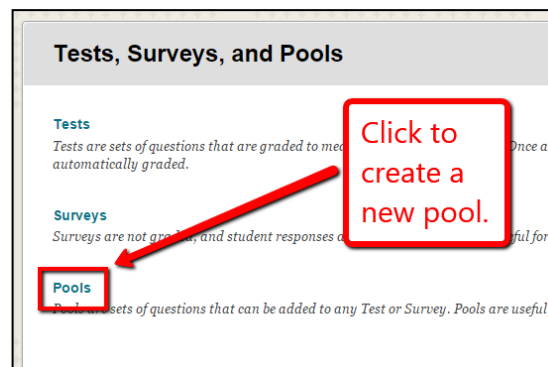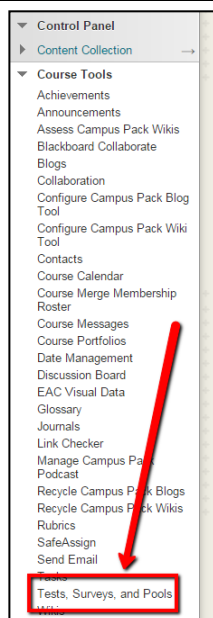
Step 27

Click the "Build Pool" tab at the top of the page to build a new pool. On the next screen, give your new pool a name (required) and provide a description and instructions if you like (optional). Click "Submit" when you're done to save your work and proceed.

Give the pool a name (required) and provide a description and instructions (optional). Click "Submit" to continue.
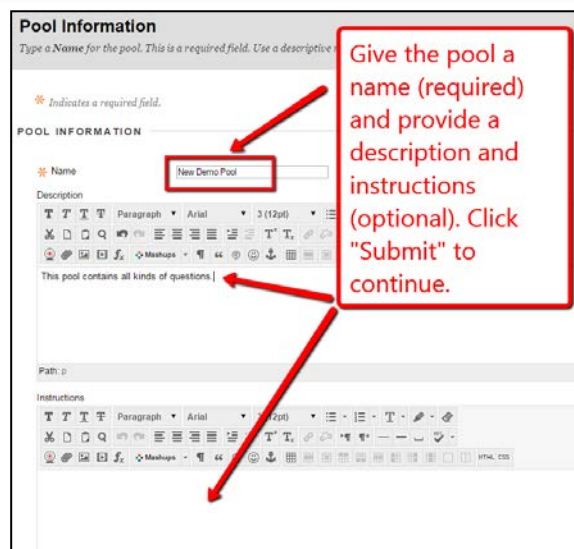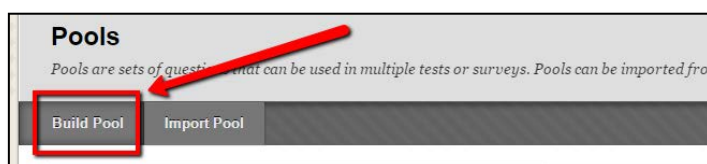
Step 28

To create new pool questions, use the same process for creating new test questions as outlined in steps 6-18 above.

To import questions from other tests, surveys, or pools, click the "Find Questions" button.
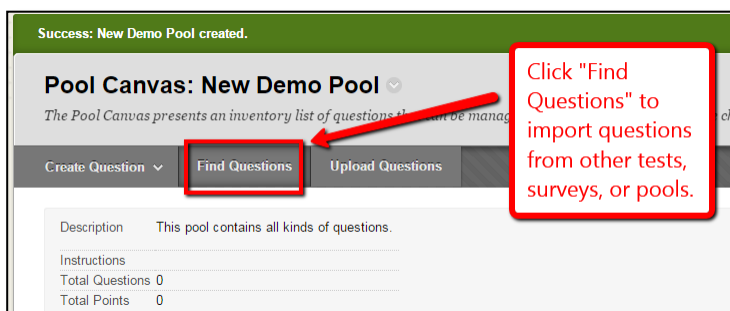
Step 29

A new window will open, in which you can search all available questions to add by various criteria, such as question type, category tags, level of difficulty, keywords, etc. Click the criterion's title to expand the list.
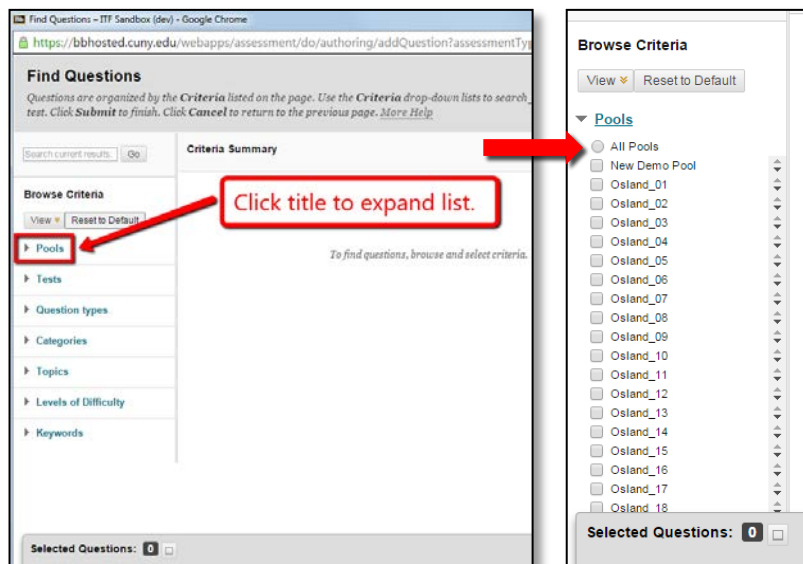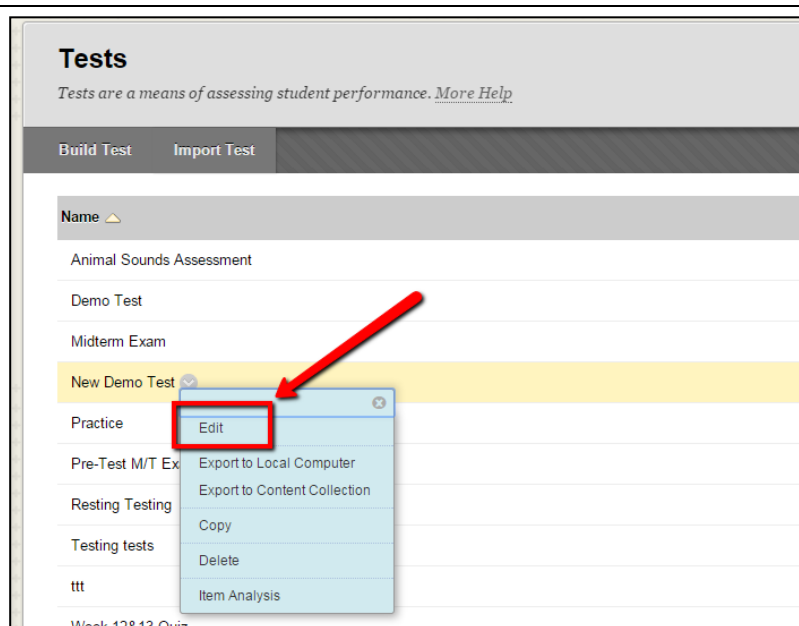
Step 30

Tick the box next to the title of a pool, test, question type, etc. to see all questions contained therein. Tick the box next to the question(s) you'd like to add. Click "Submit" when you are done to add the questions to your pool.

Note: click the pop-out window icon to the right of the check box to get a detailed view of the question.
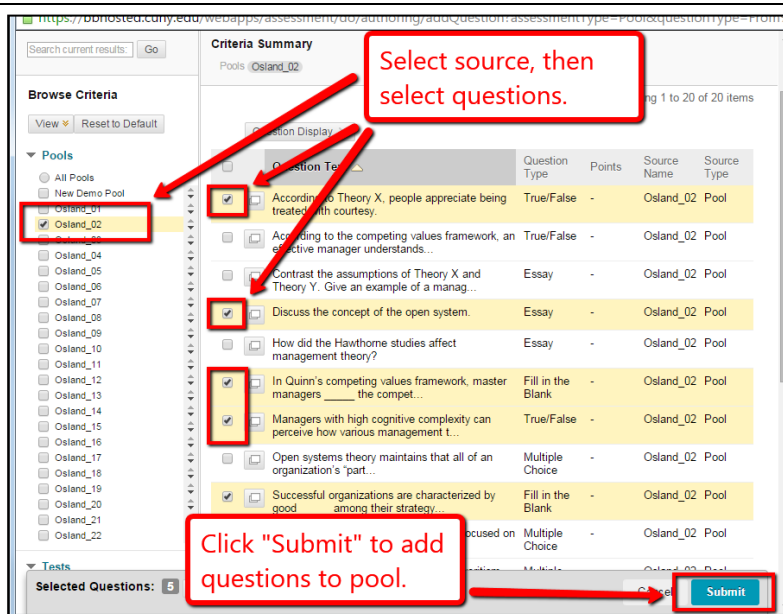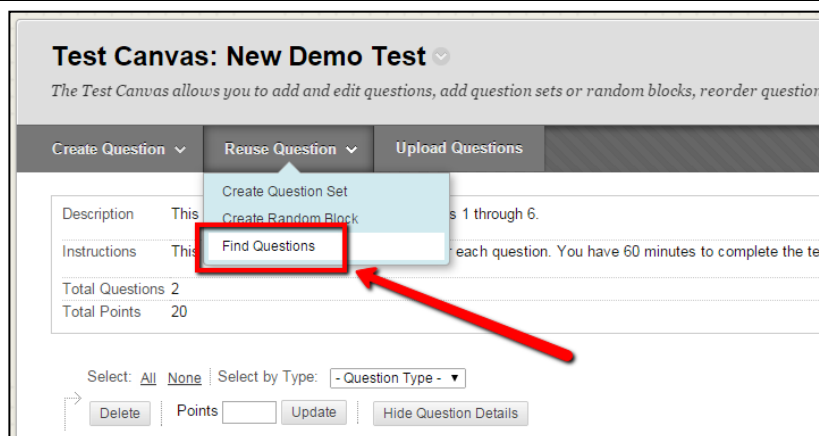
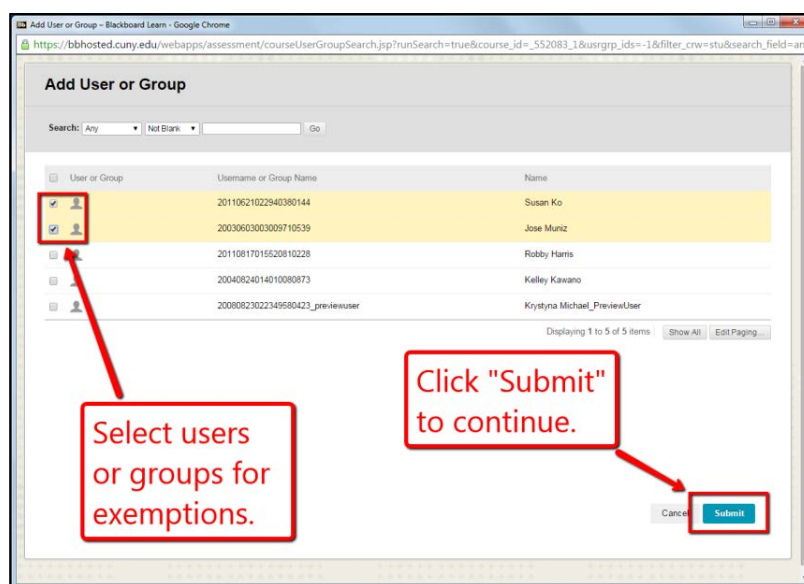|	
<u>Step 31</u> To add questions to a test or survey from a pool, go to "Tests, Surveys, and Pools," click the dropdown menu button that appears next to the item's title and select "Edit" from the dropdown menu.	
<u>Step 32</u> In the Test Canvas, hover over "Reuse Question," then click "Find Questions."	
<u>Step 33</u> A new window will open, containing the same menus, prompts and options as in steps 30 and 31. Follow the same procedures contained in those steps to add questions from your pool to your test. Click "Submit" to add selected questions to your test.	
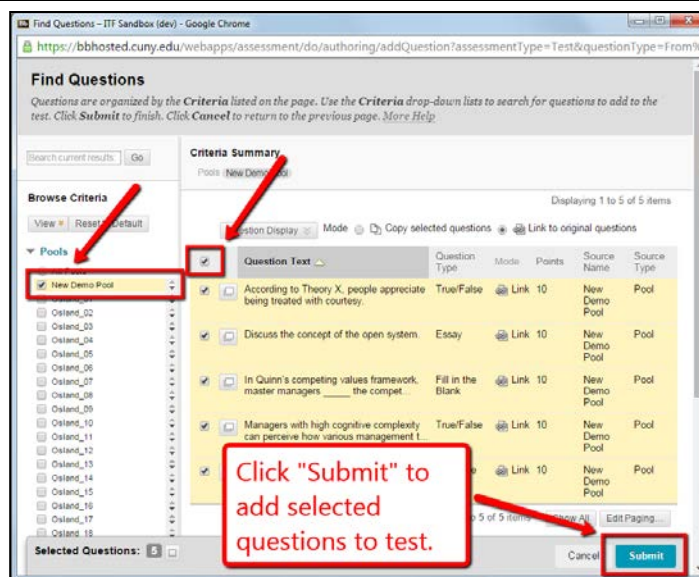
| Step 34

You will see a green "Success" banner on your Test Canvas under the title of the first new question added. Follow this procedure to add as many questions to your test or survey as you'd like.	
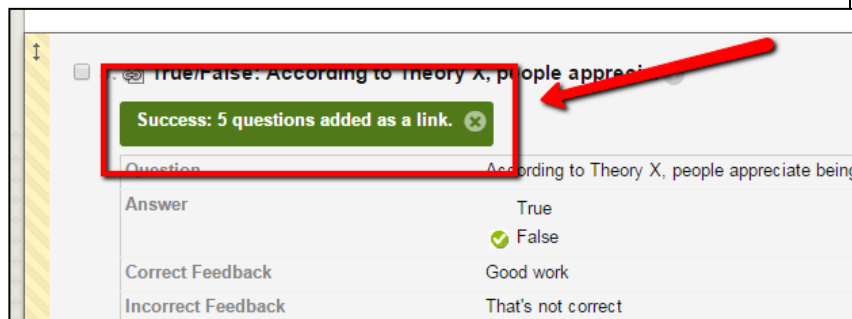
APPENDIX A: Test Availability Exceptions

| Occasionally, you might have to grant certain test-availability exceptions to individual or groups of students who require special accommodations while taking tests (e.g. extra time, or more attempts).

To grant exceptions, click "Add User or Group" under "Test Availability Exceptions" in the "Test Options" page (see Step 23 above).

In the new window, tick the box(es) next to the student(s) or group(s) for whom you like to make exceptions and click "Submit."	
Choose the appropriate availability and submissions for each user in their respective fields (see Step 23, sec. 3-7 above).

Click the red "X" to delete a user or group from the exceptions list. | |