

Options for Presenting Tests and Surveys in Blackboard

Overview

After you create a test in Blackboard, you need to add it to the content area in which you would like it to appear. Blackboard calls this “deploying” a test. When you add a test to a content area, Blackboard allows you to make some choices regarding how to present the test to your students. For example, you can choose when to make the test available, whether to allow students to take it multiple times, and whether to time the test. This document contains instructions about how to add a test to a content area and describes the options for presenting the test to your students.

NOTE: Setting options for surveys is very similar to setting options for tests. We will refer to tests in this document, but most of these instructions also apply to surveys.

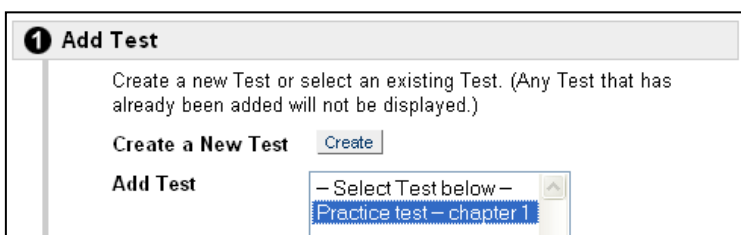
Adding a Test to a Content Area

All Blackboard tests appear to students within a **content area**. To add a test to a content area:

1. Go to the content area in which you would like the test to appear and click on the **Edit View** link on the top right hand corner of the screen.
2. Click on the **+ Test** button on the bar near the top of the page. (If you are configuring a survey, select **survey** from the drop-down menu in the upper right of the page and click the **Go** button).



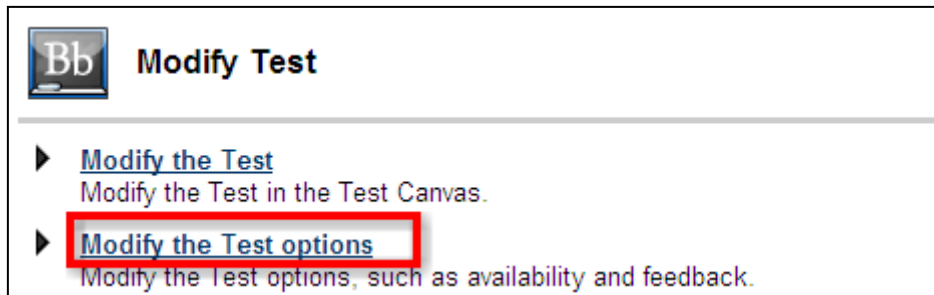
3. Select from the list of tests that have not yet been added to a content area. You may also create a new test by clicking the **Create** button.



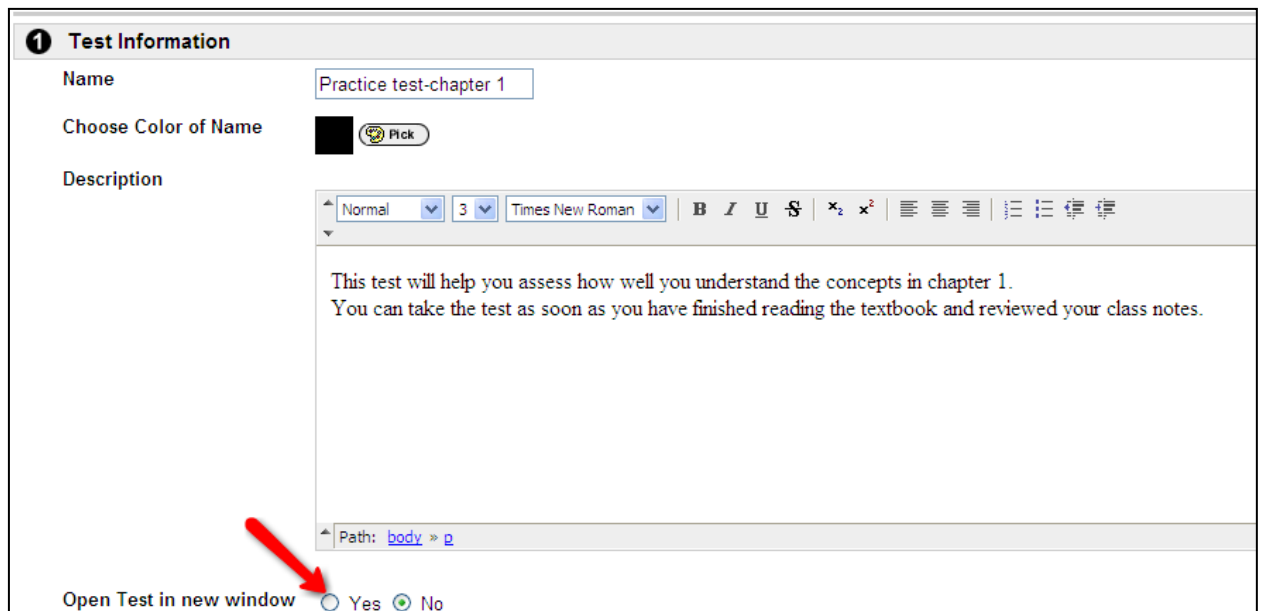
4. Click on the **Submit** button and then click the **OK** button to view the **Modify Test** screen.

Setting the Test Options

1. You should now see the Modify Test screen. Click on the **Modify the Test options** link.



2. You will see the **Test Options** page, which has five sections:
 - 1) **Test information**: You will see the name and description that you entered when you created the test. If you would like the test to appear by itself in a new window, rather than as a frame within the Blackboard site, select **Yes** for **Open Test in new window**.

A screenshot of the 'Test Information' section of the Blackboard 'Test Options' page. The page has a title bar with an information icon and the text 'Test Information'. Below the title bar are three sections: 'Name' with a text input field containing 'Practice test-chapter 1'; 'Choose Color of Name' with a black color swatch and a 'Pick' button; and 'Description' with a rich text editor. The rich text editor has a toolbar with options for font style (Normal), size (3), font face (Times New Roman), bold (B), italic (I), underline (U), strikethrough (ABC), link (x: x²), list (bulleted, numbered), and indent. The description text reads: 'This test will help you assess how well you understand the concepts in chapter 1. You can take the test as soon as you have finished reading the textbook and reviewed your class notes.' Below the description is a path indicator: 'Path: body » p'. At the bottom of the section is the 'Open Test in new window' option, which has two radio buttons: 'Yes' (which is selected) and 'No'.

2) **Test availability:** Choose how and when you want the test to be available to students.

2 Test Availability
Make the link available Yes No
Add a new announcement for this Test Yes No
 Multiple attempts
 Allow unlimited attempts.
 Number of attempts
 Force Completion Test must be completed the first time it is launched.
 Set timer. Set expected completion time. Selecting this option also records completion time for this Test.
Hours Minutes
 Display After Display Until
Feb 2010 30 PM Feb 2010 30 PM
 Password. Require a password to access this Test.
Password.

- **Make the link available** enables students to see the test when you select **Yes**. This option is set to **No** when you first create a test.
- **Add a new announcement for this Test** automatically posts an **announcement** with a direct link to the test when you select **Yes**. If you choose this option, students will see the announcement when they first log into your course site.
- **Multiple attempts** allow students to take the same test more than once. You can allow for unlimited attempts or designate the number of times students can retake the test. When students take a test multiple times, only the last score is retained. This is a useful option if you are giving a practice exam or a self-evaluation.
- **Force Completion** requires students to complete the test in one sitting, without the option of saving the test and resuming at a later time. **NOTE:** Using this option can be problematic because students can accidentally get locked out of a test and will not be able to complete it until you delete the attempt and allow them to start again.
- **Set Timer** can be used to confirm that students complete the test within a specific time limit, entered using the drop-down menus. If a student exceeds the time limit, Blackboard records in the **Grade Center** the time elapsed between when the student opened the test and when the answers were submitted. **NOTE:** The **Set Timer** option

does not force a student to submit a test within the time limit; it simply notes when the time limit has been exceeded.

- **Display After** allows you to set a specific date and time on which to release a test. **Display Until** allows you to set a date and time on which the test becomes unavailable. **NOTE:** You must set the date and time **AND** check the **Display After** or **Display Until** box for this option to take effect.
- **Password** can be used to require students to enter a password to take a test. Setting a password can be useful for make-up or special exams, or for special conditions, such as when particular students need extra time on an exam.

3) **Self-Assessment Options:** Allows the instructor to determine how the tests are treated in the **Grade Center**.

3 Self-assessment Options	
<input checked="" type="checkbox"/>	Include this test in Grade Center score calculations. Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.
<input type="checkbox"/>	Hide results for this test completely from instructor and the Grade Center. If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

- **Include this test in Grade Center score calculations.**
Leave this unchecked if you do not want the test score included in students' **Grade Center** calculations. You will still be able to view the students' scores, unless you check the **hide results** option (see below). Viewing student scores allows you to see areas where additional instruction is needed and direct students to specific topics for review.
- **Hide results for this test completely from instructor and the Grade Center.**
If you check this option, students will be able to see their own scores, but the scores will be hidden from the instructor. This option encourages self discovery by students and encourages students to work on their own.

4) **Test Feedback:** Select one or more options to specify what feedback students receive after completing a test. These options also determine what students will see if they view the test later through **My Grades**.

4 Test Feedback

Select which feedback should be displayed upon completion.

Score

Submitted answers

Correct Answers

Feedback

- **Score:** Displays the student’s total score. **NOTE:** Students will not see their score immediately if the test contains essay questions or other types of questions that need to be graded manually. They will see their score in **My Grades** after you have graded those questions.
 - **Submitted Answers:** Displays the test questions and the student’s responses.
 - **Correct Answers:** Displays the test questions and the correct answer for each question.
 - **Feedback:** Displays feedback for each question for which you entered feedback when creating the test. You might use this option for a review test, when you want students to have as much information as possible. **NOTE:** When working with surveys, you will see only two feedback options:
 - **Status:** Allow students to see whether the survey has been completed.
- 5) **Test Presentation:** Specify how the test will appear to students while taking it.

5 Test Presentation

Presentation Mode

All at Once Present the entire Test on one screen.

One at a Time Present one question at a time.

Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.

Randomize Questions. Randomize questions for each Test attempt.

6 Submit

Click **Submit** to update options for this Test. Click **Cancel** to quit.

- **Presentation Mode:** Choose whether to display the complete test on one screen or to present one question at a time. If you choose to display questions one at a time, you

can also choose to **Prohibit Backtracking** to prevent students from returning to previous questions.

- Check off **Randomize Questions** if you want the questions to appear in different orders each time the test is taken. This is one way to discourage cheating on tests that count for a grade. For practice exams that are taken multiple times, it is a way for the test to appear slightly different each time. **NOTE: Randomized Questions** only randomizes the order of questions; it does not randomly select from a group of questions. If you want Blackboard to randomly select questions for a test, use the **Random Block** question type when creating test questions.

6) Click **Submit**.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.