

Options for Presenting Tests and Surveys in Blackboard

Overview

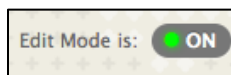
After you create a test in Blackboard, you need to add it to the content area in which you would like it to appear (Blackboard calls this “deploying” a test). After adding a test to a content area, you decide how and when to present it to your students. For example, you can choose when to make the test 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.

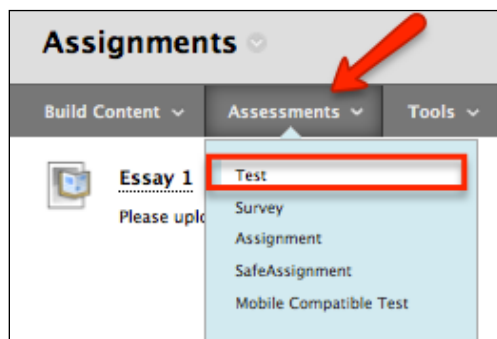
Adding a Test to a Content Area

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

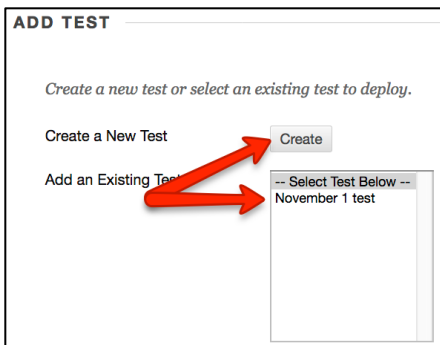
1. Log into your course and ensure **Edit Mode** is **ON**.



2. Go to the content area (for example **Assignments**) in which you would like the test to appear and click on the arrow under **Assessments** and select **Test** or **Survey**.



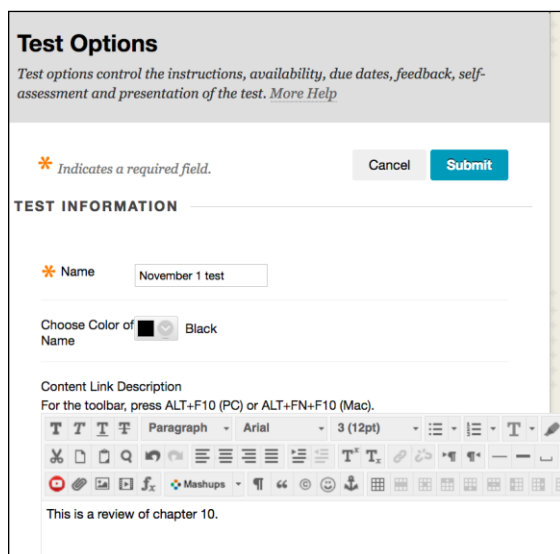
3. Select from the list of tests that have not yet been added to a content area. If no existing tests are listed, you may also create a new test by clicking the **Create** button.



4. Click on the **Submit** button, the **Test Options** page will appear.

Setting the Test Options

1. You should now see the **Test Options** screen.



2. The **Test Options** page has multiple sections:
 - 1) **Test information:** You will see the name and description that you entered when you created the test.
 - 2) 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**.



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

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

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit
 OFF ON
***OFF:** The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

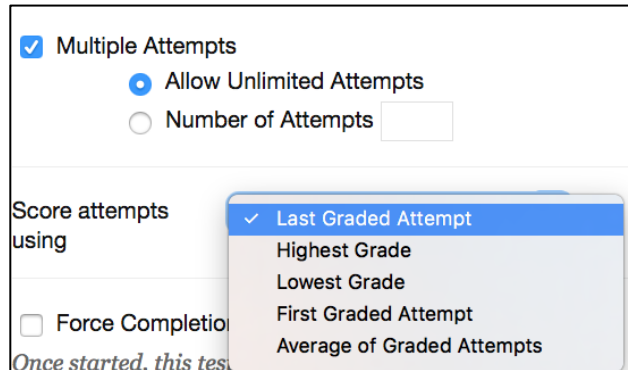
Password
Require a password to access this test.

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.

- **Score attempts using** If Multiple attempts are allowed, select how attempts will be scored. You can select **Last Graded Attempt, Highest Grade, Lowest Grade, First Graded Attempt, Average of Graded Attempts**



The screenshot shows a configuration window for test settings. At the top, the 'Multiple Attempts' checkbox is checked. Below it, 'Allow Unlimited Attempts' is selected with a radio button, and 'Number of Attempts' is set to an empty text box. The 'Score attempts using' section has a dropdown menu open, showing five options: 'Last Graded Attempt' (selected with a checkmark), 'Highest Grade', 'Lowest Grade', 'First Graded Attempt', and 'Average of Graded Attempts'. Below the dropdown, the 'Force Completion' checkbox is unchecked. At the bottom left, there is a partially visible text label: 'Once started, this tes'.

- **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.
- **Auto-Submit** - If a timer is set, turning Auto-Submit on will save and submit the assessment automatically when time expires. Leaving it off will give students the option to continue after time expires.
- **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.

- 4) **Test Availability Exceptions** Instructors can select one or more groups of students and make a number of exceptions to the already established availability settings. Exceptions can be created for number of attempts, timer, availability, and force completion.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*



- 5) **Due Date.** This option is used by the Notification system to fill in the **To Do** module for students to know when an upcoming test/assignment is due (or past due). The **Notification system** also uses the **Due Date** to fill in the Instructor's **Alerts** module, informing them when students have tests or assignments that are past due.

NOTE: If you choose to impose a **Due Date**, the Test will still be available after the **Due Date**, however you can choose **Do not allow students to start the Test if the due date has passed**

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

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

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

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.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting 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.
- 7) **Show Test results and Feedback to Students:** Select one or more options to specify when students receive results and the type of feedback students receive after completing a test. These options also determine what students will see if they view the test later through **My Grades**.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
----Choose----				
<input checked="" type="checkbox"/> After Submission	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> One-time View				
<input type="checkbox"/> On Specific Date				
<input type="checkbox"/> After Due Date				
<input type="checkbox"/> After Availability End Date				
<input type="checkbox"/> After Attempts are graded				

- **When:** Choose when to display the results. Choose **After Submission, One-time View, On Specific Date, After Due Date, After Availability End Date,** or **After Attempts are graded**
- **Score per Question:** If checked, students will be able to see the score they received for each question in the test. If unchecked the student's total score will be displayed. **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.
- **Answers:** Choose which answers to display:
 - a) **All Answers** Displays all possible answers.
 - b) **Correct** Displays the test questions and the correct answer for each question.
 - c) **Submitted:** Displays the test questions and the student's responses.

Score per Question (i) Answers (i)

All Answers Correct Submitted

- **Feedback:** Displays the instructor 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:
 - a) **Status:** Allow students to see whether the survey has been completed.
 - b) **Submitted answers:** Shows all the submitted answers.
 - **Show Incorrect Answers** marks all questions that were answered incorrectly.
- 8) **Test Presentation:** Specify how the test will appear to students while taking it.

7. Test Presentation

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.

- **All at Once:** displays the complete test on one screen
- **One at a Time:** presents one question at a time
- **Prohibit Backtracking:** If you choose to display questions one at a time, you can also choose to prevent students from returning to previous questions.
- Check **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.

9) Click **Submit** when finished.



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.