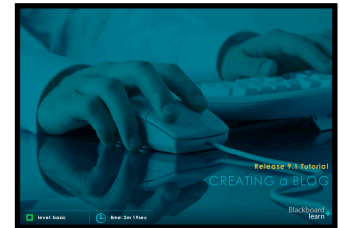# Creating Assessments in Blackboard

**There are a variety of ways to prepare test questions for Blackboard**

1. You can type the questions one at a time in Blackboard.
   a. *You can see how enter each question type by viewing the videos found on the Blackboard.com website:* *Test, Pools, and Surveys*

2. You can import a test bank provided by your textbook publisher.
   a. *Since the steps varies by publisher, see publisher's instructions. Not all publisher provided test generators are compatible with Blackboard -- see Missouri Baptist University information about* *compatible publisher test generators*.

3. You can prepare your test by Uploading Test Questions from Microsoft Excel.

4. You can type your test in Word or Notepad and use a **third party test generator** to automatically format your questions for Blackboard.

**Let's explore some of the different ways to create an assessment!**

*\*\*Once a Test or Survey is built, questions are created or added from existing questions from Tests, Surveys, and Pools.*

## *About the Warning Page*
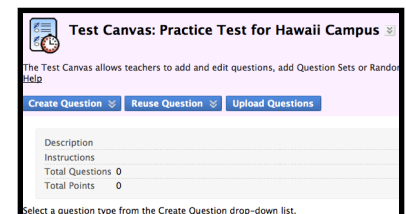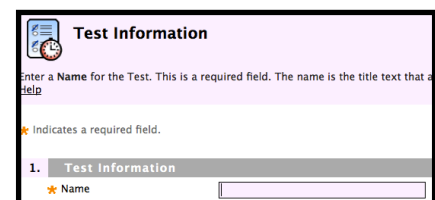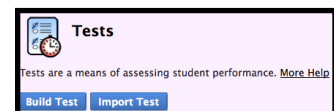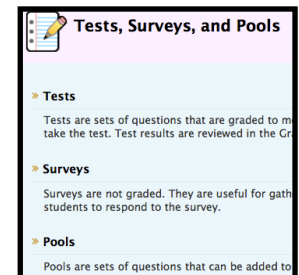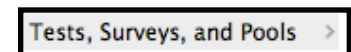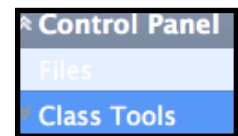
A warning page appears if any Students are in the process of taking the Test or have already taken the Test when Edit is selected. Certain areas of the Test are not available to edit if the Test has already been taken by Students.

## How to Build a Test or Survey and Add New Questions

In the following example, a Test is created and new questions are added. Follow the same steps to create a Survey and add new questions; however, you do not assign points to Survey questions.

1. In the Control Panel, expand the Class Tools section.
2. Select Tests, Surveys, and Pools.
3. On the Tests, Surveys, and Pools page, select Tests.

4. On the Tests page, click Build Test on the Action Bar.
5. Type a name, description, and instructions.
6. Click Submit.

7. On the Text Canvas page, point to **Create Question** on the Action Bar to access the drop-down list.
8. Select a question type.

9. On the Create/Edit page, add the necessary information to create a question.
10. Click Submit.

11. On the Test Canvas page, type the Points for the question.

12. Repeat Step 7 through Step 11 until all of your questions are added to the Test.

13. Click OK. The Test is added to the list on the Tests page. The Test is ready to be deployed in the Class.
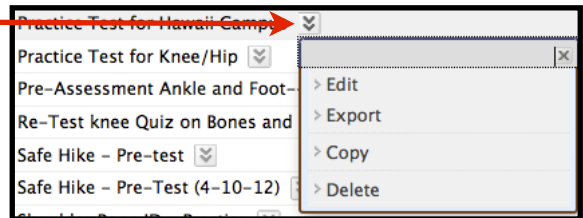
## How to Edit an Existing Test or Survey

1. In the Control Panel, expand the Class Tools section.
2. Select Tests, Surveys, and Pools.
3. On the Tests, Surveys, and Pools page, select Tests or Surveys.
4. On the Tests or Surveys page, click the Test or Survey's Action Link to access the contextual menu.
5. Select Edit.
6. Make changes to the Test or Survey.
7. Click OK.

## How to Change the Order of Questions

New questions are added to the end of the Test or Survey.

Reorder items by pressing and dragging the question's **double arrow** icon or use the Keyboard Accessible Reordering tool.
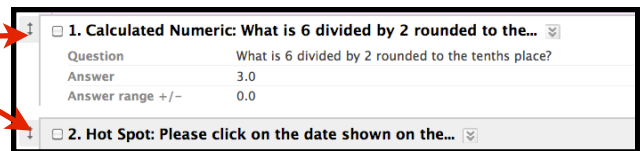
Questions are numbered automatically in the order they are added. **

*\*\*The question numbers update when items are reordered or randomly ordered. For this reason, use caution when referring to specific question numbers. If the option to Randomize Questions is selected when the Test or Survey is deployed, do not refer to specific question numbers, as the random ordering changes the numbering each time.*

*After a Test or a Survey has been created, the next step is to deploy it to users. This is a two step process: adding the Test or Survey to a Content Area and then making it available.*

## About Unavailable Tests

There is a difference between unavailable Tests and deleted Tests. **Deleted Tests** have been deleted from the class. **Unavailable Tests** are added to a Content Area but a link does not appear to students. Teachers can access the assessment through the Control Panel under Class Tools> Tests, Surveys, and Pools when Edit Mode is ON.
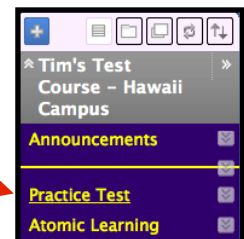
Assessment availability is managed on the Test Options page. Assessment availability is limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

## Before You Begin

Create the Test or Survey. Create new questions or use Find Questions to copy or link existing questions to the Test or Survey.

## How to Add a Test or Survey to a Content Area

1. Navigate to a Content Area of the class.
2. Point to the Create Assessment drop-down list and select Test or Survey.
3. Select a Test or Survey from the Add Test or Add Survey list.
4. Click Submit. The Test Options page appears.

## How to Make a Test or Survey Available

Test and Survey availability is set after the assessment is added to a Content Area. Availability is managed on the Test Options page.

1. On the Test Options page, click Yes to Make the Link Available to Users. If this option is set to No, it will not appear to students. Teachers may make the link available, and then use the Display After and Display Until fields to limit the amount of time the link appears.

2. Set the following options for the Test (This link will show you all the possible options).
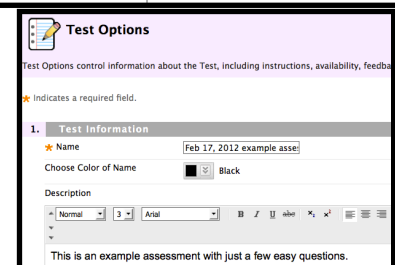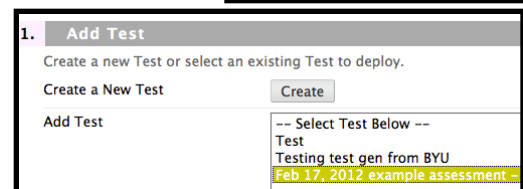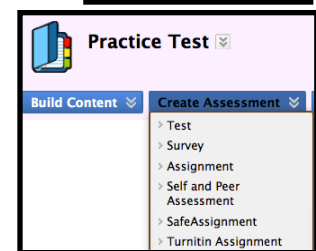
# Using the Grade Center

*<span style="color:red">**Grade Center video link**</span> (this link will review all of the items listed below).

This section includes the following topics:

## Entering Grades
*This section will explain how to enter grades.

## Viewing Grade Details
*Access the Grade Details Page from the contextual menu for any graded item listed in the Grade Center.

## Including Comments With a Grade Entry
*You can include comments with a grade to give additional feedback to students on their performances.

## Changing Grades
*Any grade recorded in the Grade Center may be changed by the Teacher, TA, or Grader of the class.

## Sending Email from the Grade Center
*Teachers can communicate using Email with Students, their Parents, and others in the Grade Center.
<span style="color:red">**Current settings will not allow you to email parents.</span>

## Viewing Grade Center Statistics
*Teachers have the ability to view various statistical information related to a column and any user.

The tutorial below demonstrates how to import tests from Exam View into Blackboard.

I have posted to my blog site a document with all the steps provided for you and a link to a video explanation:

[*How to import a test from Exam View Handout](#)

[*How to import a test from Exam View - Video](#)

This section will explain and demonstrate how to upload your Microsoft Excel file to Blackboard.

\* [Video Demonstration](#)

### Types of questions and formatting

\*

**True/ False**

| TF | Larry was the Stooges' leader: | false | | |
|----|-------------------------------|-------|--|--|

Simple format. Just write the question and tell the computer whether the correct answer is true or false. The machine will create both true and false buttons.

**Multiple Choice**

| MC | The Stooges' leader was: | Larry | incorrect | Moe | correct | Curly | incorrect |
|----|--------------------------|-------|-----------|-----|---------|-------|-----------|

You must designate the incorrect and correct answers as shown. Failure to have the same number of correct/incorrect as you have answers will bring an error on upload. Up to 20 answers.

**Multiple Answer**

| MA | The two Stooges with hair were: | Larry | correct | Moe | correct | Curly | incorrect |
|----|---------------------------------|-------|---------|-----|---------|-------|-----------|

Same as MC, but can have more than one correct answer. Each correct answer is treated as an equal percentage of the total points assigned (in the case above, each gets 50% of the total). Up to 20 total.

**Fill in Blank**

| FIB | The latest DVD release has angered some Stooges fans because the film is now presented in _____. | color | colors | |
|-----|--------------------------------------------------------------------------------------------------------|-------|--------|--|

I've accepted color or colors as the correct answer (you can put up to 20). FIB questions should be formed to limit the possible answers. Even then, some student will type the correct answer but leave a space after it, for instance, or put a period, and be marked wrong because the computer looks for exact match. Have clear, strict rules on when students can challenge, or you'll be bombarded. For instance, if they think they were mismarked, they must e-mail me immediately with the question wording and number, and then I go into the gradebook and review only that question. I don't accept misspellings. It takes two or three times of giving FIB questions to wring out the possible variations.

**Ordering**

| ORD | Order these James Bond actors from <b>first to last:</b> | Connery | Lazenby | Moore | Dalton | Brosnan |
|-----|----------------------------------------------------------|---------|---------|-------|--------|---------|

You list them in correct order. Blackboard will randomize when presented to the student. Notice I've coded "first to last" so that it is presented in bold to emphasize. Maximum is 20.

**Matching**

| MAT | Match the congressman to the district | Clyburn | 6th | Spratt | 5th | Wilson | 2nd |
|-----|---------------------------------------|---------|-----|--------|-----|--------|-----|

You provide the correct matches and Blackboard automatically scrambles on presentation. Up to 20.

**Essay**

| ESS | Compare the humor of the Stooges to that of the James Bond films: | sample answer | |
|-----|-------------------------------------------------------------------|---------------|--|

You provide the prompt question. The sample answer is optional.

Once you have completed the spreadsheet, save the file as an Excel (*.xls) file. (To make sure it can be used on different machines, make sure it has the *.xls extension.) This will save all the worksheets together. (Windows uses the file extension automatically. In Mac, make sure the "append file extension" box is checked the first time you go File/Save As.)

1.    Now we're going to save each worksheet as a tab-delimited text file. Click on the worksheet to save and go back to File/Save As. But this time click on the arrow next to the file format and go down to Text (Tab delimited).

2.    Give the file an understandable name (I combine the overall file name with the tab name, such as SpelltestAB.txt), Make sure the file name ends in .txt. Save it. You'll likely get a warning message  about this format not accepting multiple worksheets, etc. Ignore it. Do this for each of the worksheets. Then close the Excel file. DO NOT re-save it.

3.    Now that the questions are saved as a text file, they can be uploaded into Blackboard.
   a. Go to your module in Blackboard and from the Control Panel, click once on *Course Tools*
   b. Click once on ***Tests, Surveys and Pools***
   c. Click once on ***Tests***
   d. Click the button marked ***Build Test***
   e. Type in a suitable name for your test and fill in the description and instruction boxes.
   f. Click on ***Submit***
   g. You are now at the Test Canvas. Click on the button marked ***Upload Questions***
   h. Click the button marked ***Choose File*** and select your saved work from Step Four
   i. Click on ***Submit***
   j.  Your questions will now be uploaded into your test.

4.    Questions uploaded via this method have no feedback so you might want to make some changes once the questions are in Blackboard. The questions can be edited by clicking on the double chevron arrow next to the question title and selecting Edit.

This is a link to a video demonstration on how upload your Word doc to the test generator and finally upload it back into Blackboard.

[*Video Demonstration](#)

For a multiple choice test[*](#), write your test in Microsoft Word using the following format:



Highlight and copy all the text for the exam and paste into the BYU-Idaho Test Generator, [http://www.byui.edu/ats/testgen.htm](http://www.byui.edu/ats/testgen.htm).



Save the text file. You may want to change the name of the file as you save it. Take note of the location of the saved file.
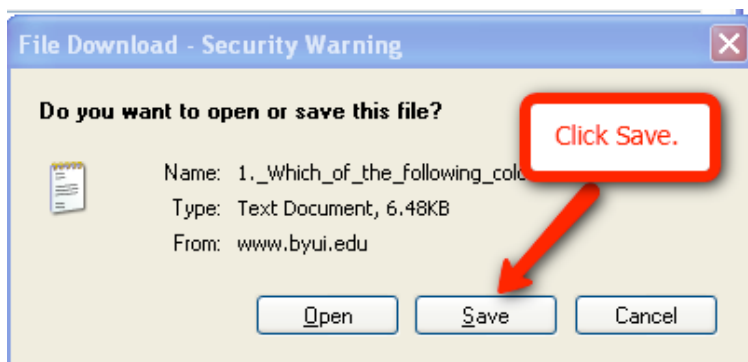
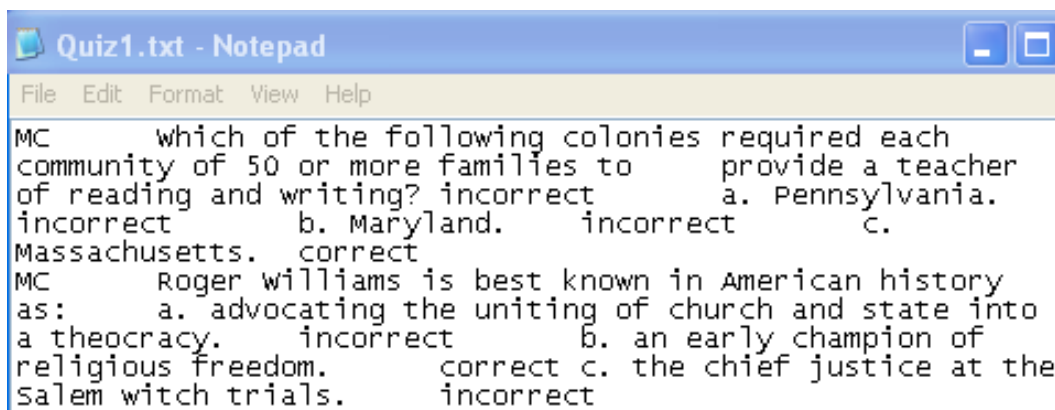The file has been saved as a .txt file. If you need to do any further editing, open the file using Notepad.

The test questions formatted by the test generator will look something like this:



Each multiple choice question begins with MC. Each answer stem is followed by correct or incorrect. Every part of the question is separated by tabs. This is the required Blackboard format for test questions. This text file can now be uploaded directly into Blackboard.

Open Blackboard and enter the appropriate course. Go to Control Panel, select Course Tools, and click and click **Tests, Surveys, and Pools.**

Click either **Tests** or **Pools**.

Click the button Build Test (or Build Pool).

Give the Test (Pool) a name. *Optional: Enter a description and instructions.*
Click *Submit*.

On the *Test (Pool) Canvas*, click *Upload Questions*.

**Test Canvas: Test 1**

The Test Canvas allows instructors to add and edit questions, add Question Sets or Ran review the test before deploying it to users. More Help

Create Question ⌄ | Reuse Question ⌄ | **Upload Questions**

Description | There are 20 multiple choice questions in this test. Each question

Click *Browse* and navigate to your .txt file. Set the points per question. Click *Submit*.

**Upload Questions**

Questions can be authored offline in a specially formatted text file and uploaded into Tests, S uploaded, questions can be edited and used like questions that have been authored in the sy

**1. Upload Questions**

Click **Browse** to locate a file to import.

File containing questions to import    [        ] Browse...

Enter the points possible per questi value is defined in Question Setting Settings.

**Change the points per questions (usually 1 or 2).**

Points per question    [10]

At the top of the screen, you will see a green confirmation bar that your questions were uploaded successfully. Your questions will now appear in a Blackboard test (or pool). You can now modify your test (pool) questions as needed.

*Once you have created your test, please double check each question to make sure the text, correct answers, and settings are correct.* **It is highly recommended that you actually take each test before giving the test to students.**