

## **Blackboard Focused Workshop Assessments, Pools, & Surveys**

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# I. CREATION

## Creation Settings

The Test Creation Settings page allows Instructors to adjust settings for a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

The table below details the available fields.

Field	Description
<b>Creation Settings</b>	
<b>Provide feedback for individual answers</b>	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.
<b>Add images, files, and URLs to questions</b>	Select this check box to include the option to attach images, files, and URLs to questions.
<b>Add images and files to answers</b>	Select this check box to include the option to attach images and files to answers.
<b>Add categories and keywords to questions</b>	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.
<b>Specify default point value for questions</b>	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field. This only sets a default.
<b>Specify partial credit options for answers</b>	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.
<b>Specify extra credit option for questions</b>	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 questions an extra credit questions as opposed to a regular question. If this options is selected points are added to the score if the question is answered correctly; no points are taken away if the questions is answered incorrectly.

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value.

## Copying Assessments

Use the Course Copy Control Panel to move all assessments and pools to another course. Use the Import/Export features of Assessment Pools to move individual tests.

## II. QUESTION POOLS

Question pools allow instructors to create and search collections of questions. Questions can be grouped by any number of criteria, including topic, subject matter, question type or difficulty of question. A pool will generate an assessment with randomized questions selected by the INSTRUCTOR. Pools can be created from (1) new questions or (2) questions in existing tests or pools. Pools are most effective when there are large numbers of questions in one group. For example, one might have a pool of true/false questions, another of multiple choice and a third for fill in the blank. The instructor could then create an assessment drawing a specific number of questions from each of the question-type pools. Instructors may also want to create questions pools for each chapter in a text or modules in a course. Publishers may provide question pools electronically for their texts, either as a stand-alone file, or within a course cartridge.

## III. DEPLOYMENT

### Test Deployment

Instructors make tests available to students in the appropriate content area.

1. Control Panel > (Content Area of choice) > +Test  Test
2. Select appropriate test from menu of available exams
3. Submit then OK in the next two screens

After the test is added to a content area, the next step is to set test options. To modify the actual test, select **Modify the test**. To determine how the test will be displayed to students, **Modify the Test Options**.

This table details the important fields on that page:

Option	Description
<b>Make the link available</b>	Select Yes to make a link to this Assessment appear to Students. If this option is set to <b>No</b> , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
<b>Add a new announcement for this Test</b>	Select Yes to create an Announcement about the Test. The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]". This Announcement will appear in the course Announcements.
<b>Allow multiple attempts</b>	This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment. Select <b>Allow unlimited attempts</b> for Students to take the test as many times as they wish. Select <b>Allow &lt;blank&gt; attempts</b> to indicate a specific number of attempts that is allowed. Fill in the applicable number in the blank.
<b>Force Completion</b>	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	
<b>Display After</b>	Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.
<b>Display Until</b>	Select the date and time the Test will be made unavailable to Students. This field may be left blank.
<b>Password</b>	Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.
<b>Include this test in Gradebook calculations</b>	Select this option to include this test in Gradebook calculations. If the test is not included, the score will not affect any Gradebook calculations.
Hide the score of this test from the Gradebook	
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<b>Make the link available</b>	Select Yes to make a link to this Assessment appear to Students. If this option is set to <b>No</b> , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
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## Using the "Save" button to avoid some testing problems

When you "Deploy" a test in Blackboard, checking "Force Completion" ensures that students are not able to save and resume the test later. With this option selected, the "Save" button still appears at the bottom of the test, but selecting it will do the following:

The student will be brought to the top of the page where this is displayed: Force Completion: This Test must be completed now. It cannot be resumed later.

The answers selected by the student are still displayed, and the student continues the test. They are NOT able to leave the test by clicking on the "Save" button if you have "Force Completion" selected in the options of the test.

More importantly, when the student has clicked on "Save", the student's answers are saved in the Gradebook and can be seen by clicking the "Padlock", then "View" at the right end of the row. Please note that the Gradebook has not graded the answers but they are recorded.

We suggest that you advise your students to "Save" often, using the button at the very bottom of the assessment. This will ensure that you have their answers recorded in case of a browser, network or Blackboard failure later on during the test. If the student tries the "Save" and it does not work at all, then they won't have wasted much time before finding out that there is a problem.

## Preventing printing of the test

Copy and paste the following code into the last question of a test (not a pool). It's not completely foolproof, but it's a great inconvenience to casual cheaters. It works on recent versions of Internet Explorer and FireFox. When creating a question, click on HTML radio button and enter the following text in a question:

```
<script language="Javascript" src="http://blackboard.unf.edu/support/includes/nocopy.js"></script>
```

## IV. VIEWING RESULTS

View and reset quiz results through the Gradebook.

## IV. VIEWING & MODIFYING RESULTS

### From the gradebook:

To change the grade a Student received on the Assessment	enter the new grade in the <b>Grade</b> field. There is a limit of 6 digits in this field. For example, 100.00 or 123456.
To view the details of the Assessment submitted by the Student	click <a href="#">View</a> to open the Grade Assessment: <i>Assessment Name</i> page. This page enables the Instructor to view the answers a Student submitted for a Test and the correct answers. Instructors can also change the number of points a Student is awarded for a question.
To clear a Grade or attempt	<b>Clear Attempt</b> . The Grade for the item will be reset.

## Item Analysis

In the Gradebook, go to Item Options and Assessment Attempt Details to get general info.

## Download Assessment Results

The results of Assessments may be downloaded for statistical analysis. Analysis is done through another application, such as Microsoft Excel. Only the results of Multiple Choice and True/False questions are included in a results download because these questions have a limited set of defined answers. Other question types, such as essay or fill-in-blank, are not included.

The results download file is a comma-delimited (.CSV) file. Follow these steps to download results.

- Step 1** Click on a Gradebook Item from the Gradebook spreadsheet view.
- Step 2** Click **Download Results** from the Item Options page.
- Step 3** Click **Submit** on the Download Results page.
- Step 4** The file download box will appear. Select a location and a name for the file.

\*\* Note: there is a limit to the number of fields that can be downloaded into Excel or Access (256) which may prevent this feature from working on assessments with large numbers of questions. Please contact us if you have large tests; we have developed a macro that helps work around the limitation in Excel.