What are Blackboard Assessments?
Blackboard assessments are on-line evaluations used to measure the skill level and knowledge of students enrolled in your course. Tools are provided to create different types of questions and assign point values to individual questions. Other features include a method to password protect tests and enable instant feedback to students. When a student completes a test, it is submitted for grading and the results recorded in the gradebook.

Beyond Exams, a Blackboard Test can be designed to function as a tool to:
- Assess student knowledge or progress
- Facilitate student self-study and practice prior to a lesson, final project, or exam
- Enable students to measure their own progress

What to Consider Before Designing a Test or Assessment
Before you design an assessment, consider the following:
- What is the purpose of the assessment?
- Will instructions be included in the assessment?
- What type of questions will be included in the assessment?
- Will students be permitted multiple attempts to take the assessment?
- Will a point value be assigned?

Access Blackboard
1. Open Internet Explorer, and in the address box type, http://blackboard.temple.edu
2. In the AccessNet Username: box, type your assigned AccessNet username, in the AccessNet Password: box, type your assigned AccessNet password, and then click the Login button.
3. From My Courses, click your preferred course link provided under Courses you are teaching.
Using Test Manager to Create a Test
The *Creation Settings* area on the *Test Canvas* offers more choices for the design of tests and quizzes. These features can be enabled when creating or modifying an assessment.

1. From the *Assessment* area of the course Control Panel, click *Test Manager*.

2. Click the *Add Test* button.

3. From the *Add Test* page, in the *Name:* box, type a name for your test in the *Instructions:* box, type instructions that will be viewed by your students, and then click *Submit*.

4. *Description:* box, type a description to identify the purpose of your assessment.

5. In the *Instructions* box, enter your preferred instructions to be viewed by students.
Test Creation Settings

After a test title and description is set, a Test Canvas appears to enable instructors to select default options that will be available to them when they create assessment questions.

1. From the Test Canvas page, click the Creation Settings button.

2. In Section 1, Feedback, select Provide feedback for individual answers checkbox to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.

Note: Individual feedback cannot be provided for True/False, Multiple Answer, Ordering and Matching Questions.

3. In Section 2, Images, Files and External Links, select:
   - Add images, files, and external links to questions checkbox to include the option to attach images, files, and URLs to questions.
   - Add images and files to answers checkbox to include the option to attach images and files to answers.

4. In Section 3, Question Metadata, select:
   - Add categories, topics, levels of difficulty, and keywords to questions checkbox to create categories for questions. This option will enable 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.

5. In Section 4, Scoring, select:
   - Specify default point value for questions checkbox, and then enter the value in the Default point value field to automatically assign the same point value to all questions.
   - Specify partial credit options for answers checkbox to make partial credit available for questions included in the Assessment. An option to give partial credit appears when questions are created.
   - Provide option to assign questions as extra credit checkbox to make extra credit available for questions in the Assessment. An extra credit option appears when each question is created and points are added to the score if the question is answered correctly. No points are taken away if the question is answered incorrectly.
6. In Section 5, Display, select:

- **Specify random ordering of answers** checkbox to enable instructors to randomize the order which possible answers are displayed to students.

- **Select Specify the horizontal or vertical display of answers** checkbox to provide an option in every question to determine whether answers should be displayed vertical or horizontal.

- **Select Specify number options for answers** checkbox to specify the number options for answers such as numbering by roman numerals, numbers, or letters.

## Add Questions to an Assessment

After Test Creation Options are set, instructors are returned to the Test Canvas to add questions to an assessment. The following activity presents an example of adding a multiple choice question.

1. From the Test Canvas page, click the Add Question arrow to display a list of question types, select a question type, such as **Multiple Choice**, and then click the Go button.

   **Note:** For more question types and descriptions, please read page 11.

2. From the Add/Modify Multiple Choice Question page, complete the fields that include the default options previously selected from the Test Canvas page.

3. Instructors may override the default point value by entering the preferred value in the In the Point Value field.

   - Select the **Extra credit only** check box to add points ONLY if the question is answered correctly.

   - Click the Browse button at the File field to locate and add an image or file to the question.

   - Enter a URL in the External Link field, and then enter a name in the Link Name field to include to a Web site to the question.
4. From Section 2, Options:
   • Click the Answer Numbering arrow to select a numbering format to apply to answers.
   • Click the Answer Orientation arrow to select the orientation to display answers.
   • Select the Allow Partial Credit checkbox to enable partial credit for multiple choice, ordering, and matching questions (does not apply to Multiple answer)
   • Select the Show Answers in Random Order checkbox to display answers for multiple choice and multiple answer in random order when users take an assessment.

5. From Section 3, Answers:
   • If the number of possible answers for the question exceeds 4, Click the Number of Answers arrow, and then select the number of answers to make more answer fields available.
   • Select the Correct radio button that corresponds with the correct answer.
   • Enter answers in the Answer fields presented.
   Note: If the number of possible answers will be less than 4, click the remove button that corresponds with the blank answer field that will not be used.
   • Click the Browse button at the File field to locate and add an image or file to the answer.
   • Enter a URL in the External Link box, and then enter a name in the Link Name box to include to a Web site to the answer.

6. If the answer has not been selected as the correct response, and if partial credit has been enabled in the Test Creation settings, a Partial Credit field will be displayed to enter the percentage of the total points that should be given for each incorrect answer.

7. In the Feedback box, enter your feedback for the individual question.
   Note: Individual feedback cannot be provided for True/False, Multiple Answer, Ordering and Matching Questions.
8. From Section 4, Feedback:
   - In the Correct Response Feedback field, enter your feedback that will display your response to a correct answer.
   - In the Incorrect Response Feedback field, enter your feedback that will display your feedback for the incorrect response.

9. From Section 5, Categories and Keywords:
   - Click the Categories button to create and/or assign a category to the question.
   - Click the Levels of Difficulty button to create and/or assign a level of difficulty to the question.
   - Click the Topics button to create and/or assign a topic to the question.
   - In the Keywords field, enter keywords to search for questions from a question pool or from other Assessments.

10. Click the Submit button to return to the Test Canvas, and then proceed to add the next question type.

Add an Assessment to a Content Area
1. Select a content area from the Course Menu (such as Course Documents), and then click the Edit View link.

2. Click the Add test icon from the Action Bar.

3. From Section 1, Add Test, select an existing test in the Add Test box, and then click the Submit button, and then OK.

   Note: The Create a New Test button presents another option to create a test and then add it directly to the content area.
Assessment Delivery Options

After a test has been added to a content area, the Modify Test page appears giving instructors the option to either modify the test questions or to set the availability and manner to deliver the test to students through the Modify the Test options link.

1. From the Modify Test page, click Modify the Test options.

2. From Section 2, Test Availability:
   - Select the Yes radio button to make the link to the Assessment available to students.
   - Select the Yes radio button to create an announcement about the test.
   - Select Multiple attempts to enable students to take the test multiple times OR in the Number of attempts box, enter the specific number of attempts that is allowed.
   - Select the Force Completion checkbox to force students to complete the Assessment the first time it is launched.
   - Select the Set timer checkbox and then select the required time duration to set a time limit for finishing the test.
   - If preferred, select the date and time when the Test will become available, and then unavailable to students (instructors may control availability through the make the link available option.
   - Select the Password checkbox to require students to enter a password to access the test, and then enter a password in the password box.

3. From Section 3, Self-assessment Options:
   - Select the Include this test in Gradebook score calculations to include the test in Gradebook calculations OR
   - Select the Hide the score of this test from the Gradebook checkbox so that the grade will not be displayed in the gradebook.
4. From **Section 4, Test Feedback**, select the type of results students will receive after a test is submitted:
   - Select the Score checkbox to present the final score to students.
   - Select the Submitted Answers checkbox to present the students’ answers.
   - Select the Correct Answers checkbox to present the correct answers to the questions.
   - Select the Feedback checkbox to present the question feedback to the students

<table>
<thead>
<tr>
<th>Test Feedback</th>
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<tbody>
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<td>Select which feedback should be displayed upon completion.</td>
</tr>
<tr>
<td>☐ Score</td>
</tr>
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<td>☐ Submitted answers</td>
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5. From **Section 5, Test Presentation**, select the options for presenting tests to students:
   - Select the **All at Once** radio button to present the entire test on one screen OR
   - Select the **One at a Time** radio button to present one question at a time.
   - Select the **Prohibit Backtracking** checkbox to prevent students from returning to questions they have already answered.
   - Select the **Randomize Questions** checkbox to display questions in a random order each time the test is taken.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Presentation Mode</strong></td>
</tr>
<tr>
<td>☐ All at Once Present the entire Test on one screen.</td>
</tr>
<tr>
<td>☐ One at a Time Present one question at a time.</td>
</tr>
<tr>
<td>☐ Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.</td>
</tr>
<tr>
<td>☐ Randomize Questions Randomize questions for each Test attempt.</td>
</tr>
</tbody>
</table>

**Modify Assessment Delivery Options**

Instructors can easily change the way assessments are delivered to students.
1. Select a content area from the Course Menu (such as Course Documents), and then click the **Edit View** link.

2. Click the **Modify** button on the row that corresponds with the assessment, click the **Modify** button, and then click **Modify the Test options**.

**Preview and Complete an Assessment**

After an assessment has been added to a Content Area, instructors can access the area to preview and complete the assessment from the perspective of a student. Students access and complete an assessment from the Content area to which it is deployed.
View Assessment Results
Instructors view assessment results for their students in the Gradebook by clicking on Gradebook Views in the Assessment area of the Control Panel. Instructors may modify grades in this area as well. Students may view test results in View Grades located in the Tools area of the Blackboard Course menu.

1. From the Assessment area of the course Control Panel, click Gradebook, to open a spreadsheet that displays assessment results under the item column bearing the name of the assessment.

2. Click the score on the row that corresponds with the preferred student.

3. Click the View button to open and display the student’s responses to test questions

<table>
<thead>
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</tr>
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<tbody>
<tr>
<td>Doerr, Edward</td>
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<td>Stab, Mike</td>
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</tbody>
</table>

Clear Test Attempts
Assessment results that are represented by a padlock icon rather than a score, indicates that an assessment is currently in progress. Should a student need to restart an assessment, instructors may clear the attempt.

1. From the Assessment area of the course Control Panel, click Gradebook.

2. Click the padlock on the row that corresponds with the name of the student to clear.

3. From the Modify Grade page, view the Status of the Assessment as In Progress, and then click the Clear Attempt button.

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<tr>
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<td>View Clear Attempt</td>
</tr>
</tbody>
</table>
**Download Assessment Results**

Instructors can download Survey and Test results as a .CSV file that can be opened within Microsoft Excel.

1. From the *Assessment* area of the course Control Panel, click *Gradebook*.

2. Click the title of the assessment.

3. Click *Download Results*, and then choose to download results by *User* or by *Question and User*.

4. Select the *Click to download results link*, and then click the *Save* button and save the file to your computer.

5. Open Microsoft Excel, choose *File*, and then locate and select the file to view the assessment results.
## Question Types

The following question types are in addition to those available in previous releases of the Blackboard.

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Calculated Formula</td>
<td>Contains a formula with variables that can be set to change for each user and allows instructors to randomize the value of variables in an equation for the use of math drills or conducting a test with students seated closely together.</td>
</tr>
<tr>
<td>Calculated Numeric</td>
<td>Similar to a fill-in-the-blank question, users can enter a number to complete a statement and the correct answer can be a specific number or within a range of numbers. Example. “What is the estimated population of California?”</td>
</tr>
<tr>
<td>Either/Or</td>
<td>This question type is very useful in Surveys to gage opinions. Participants can respond to pre-defined two answer choices such as: Yes/No, Agree/Disagree, Right/Wrong.</td>
</tr>
<tr>
<td>File Response</td>
<td>Enables students to upload a file as their response such as a Word or Excel document</td>
</tr>
<tr>
<td>Fill in Multiple Blanks</td>
<td>This option allows multiple fill in the blank responses to be inserted into a sentence or paragraph and separate sets of answers defined for each blank. This question type may be used if there are multiple variables, such as “What color is the Italian flag?”</td>
</tr>
<tr>
<td>Hot Spot</td>
<td>A Hot Spot refers to a specific point on an image that participants select to yield a correct answer. After adding an image, instructors select a range of pixel coordinates to define the correct answer. This question type is useful for: Anatomy - to locate different parts of the body; Geography - to locate areas on a map; Foreign Language – to identify articles of clothing.</td>
</tr>
<tr>
<td>Jumbled Sentence</td>
<td>Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists. This type of question may be useful when teaching about proper grammatical order in a sentence, such as the location of a noun, verb, or adjective,</td>
</tr>
<tr>
<td>Opinion/Likert</td>
<td>This question type is based on a rating scale designed to measure attitudes or reactions, popular to surveys to get a comparable scale of opinion. When the instructor creates an opinion scale question, six answer fields are pre-populated with the following answers: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable.</td>
</tr>
<tr>
<td>Quiz Bowl</td>
<td>Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. Participants view an answer (Russell Conwell) and they respond by entering the correct question into a text box (Who is the founder of Temple University?).</td>
</tr>
<tr>
<td>Short Answer</td>
<td>A Short Answer question is similar to essay questions, however, it allows the instructor to limit the amount of text entered for a response.</td>
</tr>
<tr>
<td>Random Block</td>
<td>A Random Block enables an instructor to use a random selection of questions from a Pool (be aware that it is not possible to add a Random Block of questions from another Test or Survey).</td>
</tr>
</tbody>
</table>

Note: The download survey and test feature now supports all question types (early versions supported only Multiple Choice/True False) for instructors who are downloading test or survey attempts to be imported to an Excel spreadsheet for statistical analysis.

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