

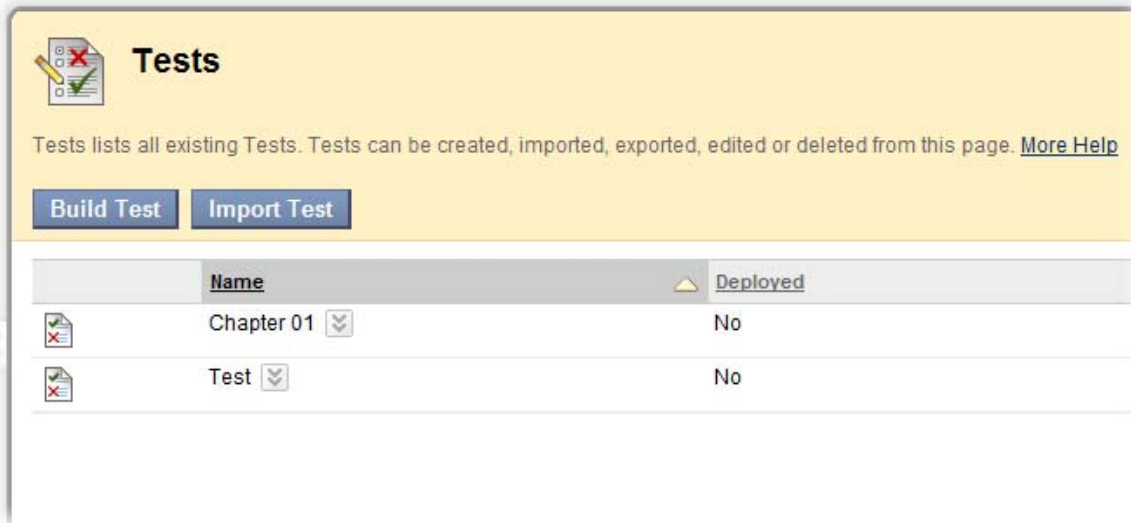
# Blackboard Learn (9.0) Assignment and Assessment

## How to Create, Deploy, and Review Tests

Step 1: From the Control Panel , select **Course Tools** and then select **Tests, Surveys and Pools**.



Step 2: Select **Build Test**



The image shows a screenshot of the Blackboard Learn 'Tests' page. The page has a yellow header with a pencil and checkmark icon and the title 'Tests'. Below the header, there is a text block: 'Tests lists all existing Tests. Tests can be created, imported, exported, edited or deleted from this page. [More Help](#)'. Below the text are two buttons: 'Build Test' and 'Import Test'. The 'Build Test' button is highlighted. Below the buttons is a table with two columns: 'Name' and 'Deployed'. The table contains two rows: 'Chapter 01' and 'Test', both with a 'No' in the 'Deployed' column.

	Name	Deployed
	Chapter 01	No
	Test	No

Step 3: Provide a name for your test, the description and instructions are optional. Click **submit**.

**1. Test Information**

Name:

Description Visual Editor:  ON

Normal 3 Times New Roman B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

Description is optional

Path: [body](#)

---


Instructions Visual Editor:  ON

Normal 3 Times New Roman B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

Provide a set of instructions for your students here.

Path: [body](#)

Step 4: Add Questions to your test. Click on the drop down arrow next to **Create Question** to view the various question types.

 **Test Canvas**

Create, edit, and delete questions. Select a question type from the Add Question dropdown. Feedback and images, are available for question creation. [More Help](#)

**Create Question**  **Reuse Question**  **Upload Questions**

- > Calculated Formula
- > Calculated Numeric
- > Either/Or
- > Essay
- > File Response
- > Fill in Multiple Blanks
- > Fill in the Blank
- > Hot Spot
- > Jumbled Sentence
- > Matching
- > Multiple Answer
- > Multiple Choice
- > Opinion Scale/Likert
- > Ordering
- > Quiz Bowl
- > Short Answer
- > True/False

Step 5: Enter the Question Text and assign a point value.

1. Question

\* Question Text

Visual Editor: ON

Normal 3 Times New Roman B I U abc x<sub>2</sub> x<sup>2</sup>

Blackboard NG stands for...

Path: body

\* Point Value 2  Extra Credit Only

Step 6: Select the **Number of Answers**, enter the possible **answer choices**, and mark the Correct answer.

Step 7: Enter **Feedback (optional)** for the student to see.

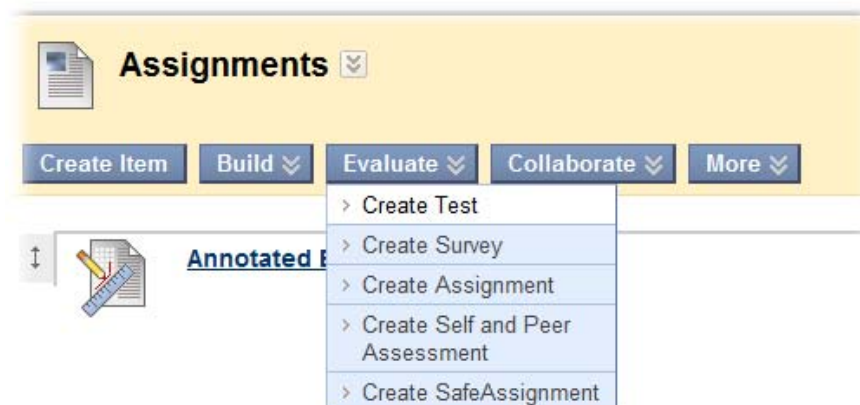
Step 8: **Categories and Keywords** are not necessary unless you want to use those features.

Step 9: Click **Submit**.


Step 10: Repeat Steps 4-9 to add additional questions to your test.

*How to Deploy a Test*

Step 1: Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a test and select the appropriate option from drop-down arrow next to the **Evaluate** menu item and select **Create a Test**.



Step 2: Select the appropriate test from your list of existing tests.



## Add Test

Adding a Test deploys the Test to a content area. Once a Test has been deployed, use Test Options to make it available.

---

**1. Add Test**

Create a new Test or select an existing Test. Any Test that has already been added will not be displayed.

Create a New Test

Add Test

---

**2. Submit**

Click **Submit** to add this Test. Click **Cancel** to quit.

Step 3: Choose the options that you want applied to this test or survey.

**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    
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.  
Password

*Note: Make sure that you select “yes” to **Make the Link Available** or your students will not have the ability to see the survey or test. Step 4: Choose the self-assessment options, feedback and presentation options that you want applied to the test/survey and then click **Submit** when finished. Results of your test/survey will be found in the **Grade Center**.*

Step 4: Choose the self-assessment options, feedback and presentation options that you want applied to the test/survey and then click **Submit** when finished. Results of your test/survey will be found in the **Grade Center**.

**Q: How do I export my test or survey to another course?** The Test and Survey Managers let you import and export tests and surveys for content reuse and collaboration. Tests or surveys can be reused by exporting the entire test to your local computer, and then importing the file into another course’s Test or Survey Manager. When the test or survey is imported, modifications may be made to customize it for the new course.

### Export

Step 1: Go to the **Control Panel** select **Course Tools** and then select **Tests, Surveys and Pools**. Select either **Tests** or **Surveys** depending on which assessment you wish to export.

Step 2: Click the **double-down arrow** and then select **export**.

Step 3: Save the **.zip** file to your computer. Do not open/unzip it.

### Import

Step 1: Go to the **Control Panel** of the new course. Select either **Tests** or **Surveys** depending on which assessment you wish to import.

Step 2: Click **Import**.

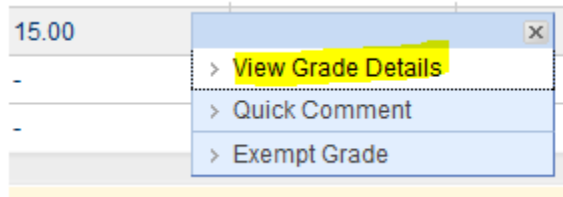
Step 3: Browse to the saved **.zip** file and click **Submit**.

Step 4: The test uploads and is added to your tests.

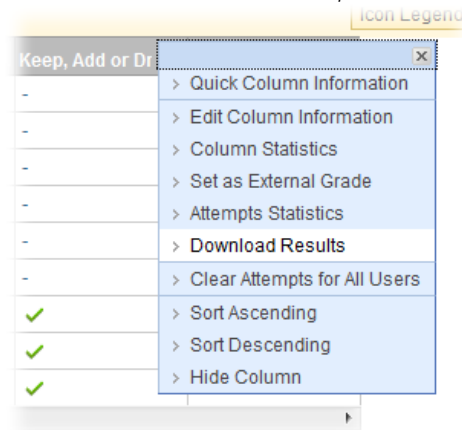
## Reviewing Assessment Results

### Q: How do I view grades?

**A:** When students take a test in Blackboard, their score is automatically entered in the Grade Center. To view a student's individual question responses, click Double-Down arrow in the student's score field and select *Grade Details*.



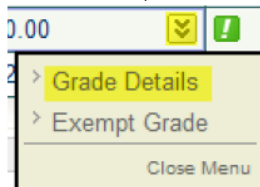
Instructors can also download Survey and Test results to excel. Go to the appropriate assessment column in the Grade Center, click on the **double-down arrow** and select **Download Results**.



Be sure to select **Tab** in order to open the file directly in Excel and then **Click to download results**.

### Q: How do I grade the short answer questions?

**A:** Assessments that require grading (short answer or essay questions) will appear as an exclamation point in the Grade Center. Put your cursor in the Grade Center cell of an individual student's assessment, Click *Grade Details* to see the student's individual answers.



When the **Grade Details** page appears, click the **Open Attempt**. You can modify the point distribution for any question by placing your cursor in the textbox for a given question and editing the number of points shown. Then, click Submit to save any changes.



**Q: How secure are on-line tests? How can I make them more secure? A:** In any online test, there is a risk of cheating. At this time, there is no way to be certain your student is the one actually taking the test or is not using sources to find the answers. This does not mean that the test feature is

Blackboard should not be used. To increase test security you can add passwords, randomize questions, set time limits, or administer them in a proctored lab environment. One good use of the test feature in Blackboard is for practice or review tests. The **Allow Multiple Attempts** setting will let the student take the test and return to re-take it after reviewing the material. The random sampling and question pool features are helpful in providing different versions of each test.