



Paul J. Gutman Library

Instructional Technology @ PhilaU

A Guide For Using Technology
In The Classroom

Blackboard Assessment Manager Blackboard 6.3



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Creating Assessments

An assessment in Blackboard can be any one of a several types of tests, e.g.: multiple-choice (students select the correct answer from several choices), true/false, multiple answer (allows students to select more than one answer), ordered, matching, fill-in-the-blank, essay, or random block (the instructor selects one or more questions at random from another test or question pool).

With slight variations, the way you create the assessment is the same for all:

1. Create the assessment
2. Create the default assessment settings
3. Add questions to the assessment
4. Add the assessment to the content area where you want to make it available to students
5. Make final modifications to the assessment and make it available to students

NOTE: To avoid any potential problems, it's a good idea to carefully think through the various elements of the test before you finalize it and make it available to students, since removing a test once created is fairly complicated and difficult to do.

Once you do make the test available, you will not be able to:

- Change the number of points for a question
- Add or remove a question
- Add or remove responses or feedback
- Change test creation settings
- Change files attached to a question

You can correct any typos in a question or make slight revisions to the wording of a question. Students who view their grade and feedback (if available) after modifications are made, however, will see the modified test questions as opposed to the test they took.

Create the Assessment

1. Click on **Test Manager** in the Assessment control panel to begin the



assessment creation process.

Note: The Test Manager and Pool Manager function similarly. The big difference is the Pool Manager allows you to add a collection of questions for your course and you are able to create tests from those pools at your convenience. If you plan to use the Assessment feature often, consider using the Pool Manager. More information will be available later.

The survey tool works the same way too, but you can add likert scale questions and other questions that would be useful for surveying purposes.

2. When the Test Manager page appears, click on the **Add Test** button to open the Test Info page.

A screenshot of a web form titled "Test Info". The form has a title bar with a question mark icon and the text "Test Info". Below the title bar, there are three main sections: "Name:", "Description:", and "Instructions:". The "Name:" field contains the text "French quiz". The "Description:" field contains the text "Quiz on this week's vocabulary words". The "Instructions:" field contains the text "Answer the questions". Below each text field, there are radio buttons for "Smart Text", "Plain Text", and "HTML", followed by a plus sign icon, a minus sign icon, and a "Preview" button. The "Plain Text" radio button is selected in both sections.

3. Enter a name for the assessment in the **Name** field.
4. Enter a description for the assessment in the **Description** field.
5. Enter any instructions for the assessment in the **Instructions** field.
6. Click on **Submit**.
 - a. The **Test Canvas** page will appear.

Add Default Test Creation Settings

If you'd like, you can create settings that will apply to all questions in the assessment that you're creating, although these settings can be changed for individual questions.

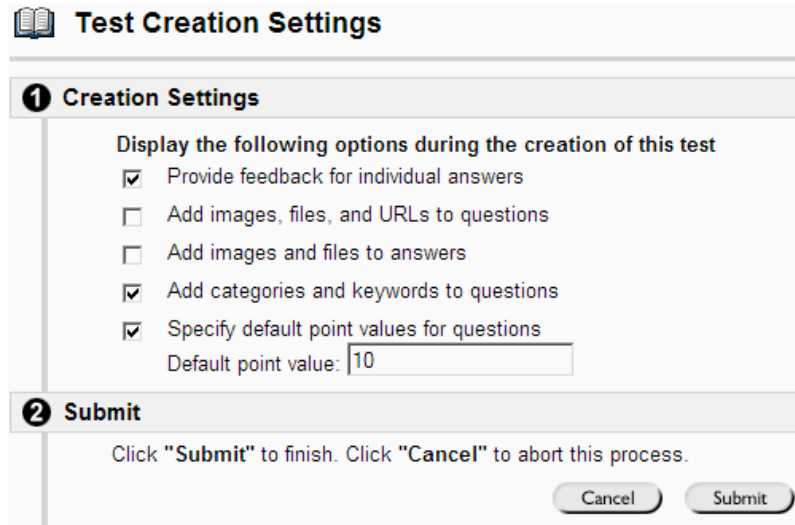
NOTE: These settings will apply to the current test only; you'll need to follow this procedure for additional tests you create.

1. Click on **Creation Settings** on the toolbar at the top of the Test Canvas page.



Add Question: Multiple Choice GO Creation Settings

2. When the Test Creating Settings page appears, click in the **checkbox** to the left of the option(s) you want to set as the default.



Test Creation Settings

1 Creation Settings

Display the following options during the creation of this test

- Provide feedback for individual answers
- Add images, files, and URLs to questions
- Add images and files to answers
- Add categories and keywords to questions
- Specify default point values for questions
Default point value: 10

2 Submit


Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

- a. Select the **"Provide feedback ..."** option to include the ability to provide feedback for each question a student answers as opposed to simply providing feedback for Correct or Incorrect responses.
- b. Use the **"Add images, files, and URLs to questions"** or the **"Add images and files to answers"** options to attach an image, a file, or a URL to a question or an answer.
- c. Select the **"Add categories ..."** option to create categories or keywords for questions. This is useful if you later create a Question Pool, which enables you to re-use questions for further assessments.
- d. Select the **"Specify default point values ..."** option to set a default point value for every question in your test.

NOTE: You can change the point value for a specific question when you create that question.

3. Click on **Submit** to save your changes.
 - a. The **Creation Settings** page will appear with the options you selected

 **Creation Settings**

Provide feedback for individual answers: Yes
 Add images, files, and URLs to questions: No
 Add images and files to answers: No
 Add categories and keywords to questions: No
 Specify default point values for questions: Yes
 Default point value: 5

Fri Jan 10 15:30:32 EST 2003

OK

4. Click on **OK** to return to the Test Canvas page.

Add Questions to the Assessment

When you're ready to add questions to your assessment, follow the steps below:

1. Select a question type from the **Add Question** drop-down menu on the Test Canvas page.

Add Question: Multiple Choice GO

Name: Fr

Description: Q

Instructions: A

Question 1

- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay
- Random Block
- From a Question Pool or Assessment
- Upload Questions

2. Click on **Go**.

a. The Add/Modify [question type] Question page will appear.

Multiple Choice Question

Question Text

Normal 3 Times New Roman B / U

What year did the Civil War begin?

Point Value 10

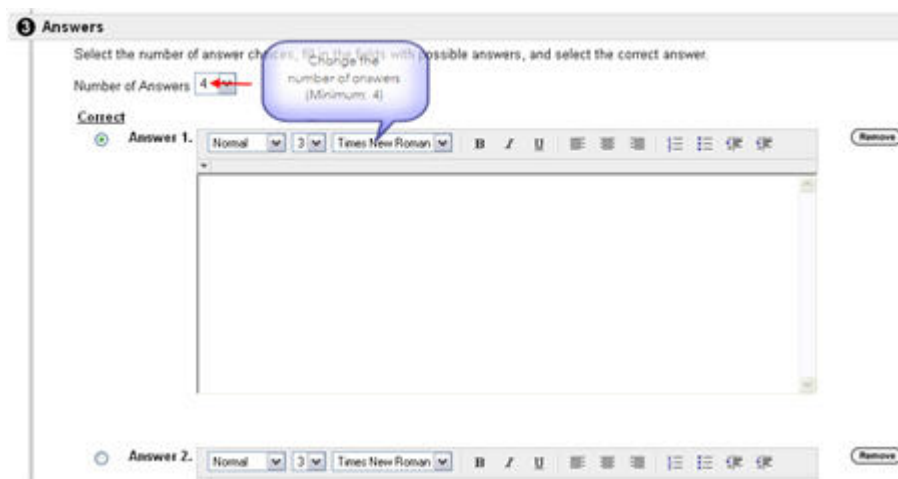
- When the **Add/Modify [question type] Question** page appears, enter the question in the Question Text field in the [question type] Question portion of the page.

NOTE: This area of the page will vary depending on the type of assessment question you have selected.

- Enter the maximum number of points possible in the **Point Value** field. (The red mark to the left of Question Text and Point Value indicates that these are required fields.)

NOTE: If you set a default point value in the Test Creation Settings and you want to retain that point value for this question, leave this field as it appears. You can, however, enter a different point value in this field, if you wish.

- Enter the answer(s) in the **Answers** section of the page.



NOTE: By default, the minimum number of answers for a multiple choice test is four (4), although you can remove answers you do not want by clicking on the Remove button to the right of an answer. When you do so, the number in the “Number of Answers” field will change to reflect this change.

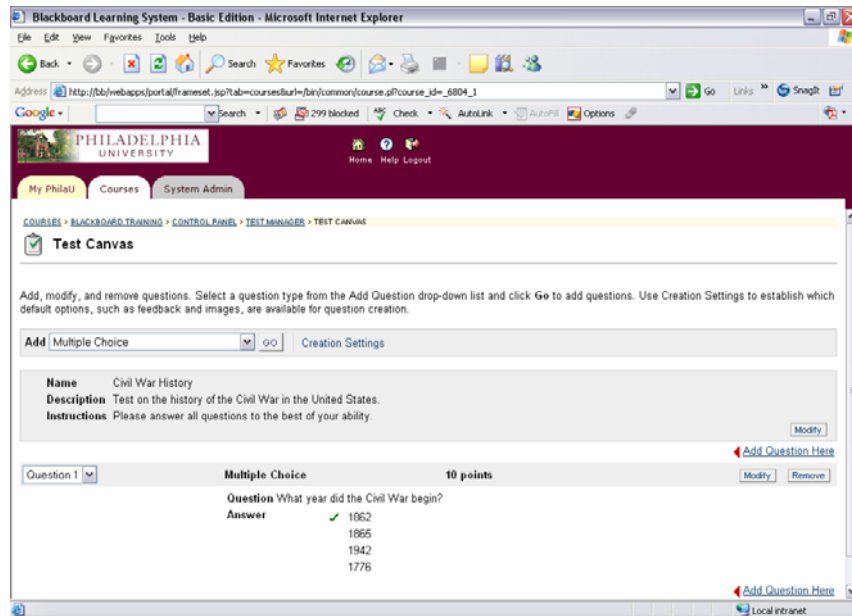
- If you selected a test type with more than one possible answer, select the number of possible answers in the Number of Answers drop-down menu. The first answer you provide will be the correct answer. You’ll need to provide additional possible answers in the following Answer fields.
- In the Feedback section:
 - In the **Correct Response** field, enter the response that the student will see if the question is answered correctly.

- b. In the **Incorrect Response** field, enter the response that the student will see if the question is not answered correctly.
7. Click on **Submit**.



Note: Repeat steps 1 - 7 for each additional question on the test.

8. On the **Test Canvas** page, you can re-order the questions, if desired, by selecting a different question number from the Question drop down menu.
 - a. To make changes to a question, click on the Modify button.
 - b. To remove a question, click on the Remove button to the right of the question.



9. When you have added all your questions, click **OK**.
10. When **Add Test** page reappears, click **Submit**.

Add the Assessment to a Course Area

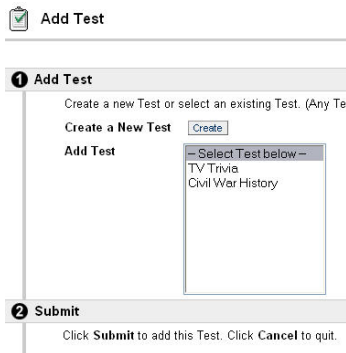
1. When you're ready to deploy the assessment, click on the area in the **Content Areas**

control panel where you want to make the



assessment available.

2. Click on the **Test button** on the tool bar at the top of the page.



3. When the **Add Test** page appears, select the test you want to add from the **"Select an existing test:"** field
4. Click on **Submit**.
5. When **Test Added** page appears informing you that the test was added, click on **OK**.

Make Modifications to the Assessment

After you have created the questions for the assessment, you can go back and make changes to the questions, or make other modifications to the assessment.

Modify Test Options

1. Click on **Modify the test** options on the Modify Test page to set options for when the assessment will be available, how it will be presented to students, and other options.

[COURSES](#) > [BLACKBOARD TRAINING](#) > [CONTROL PANEL](#) > [TESTS](#) > [MODIFY TEST](#)



Modify Test

- ▶ [Modify the Test](#)
Modify the Test in the Test Canvas.
- ▶ [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

In the Test Information section of the page:

1. Change the name of the assessment, if desired, in the Name field.

2. Click on the Pick button to select a color for the assessment name, if desired.
3. Edit the description of the assessment in the Description field, if desired.
4. If you want the assessment to open in a separate window, click on the Yes radio button next to the text "Launch Item in external window:"

In the Test Availability section of the page:

1. Click on the Yes radio button next to the text "Do you want to make the link visible?" to make the assessment available to students.
2. Click on the Allow multiple attempts checkbox to allow students to take the assessment more than once.
3. Click on the Set time limit check box to set a time limit for students to take the test, and use the drop-down menus below to specify the length of time students will have to take the text.
4. Use the Display After drop-down menus to specify the date that the assessment will be available, and use the Display Until drop-down menus to specify the last date that it will be available.
5. If students will be required to use a password to take the test, click on the Set Password checkbox and enter the password in the Password field.

In the Test Feedback section of the page, specify the type of feedback the student will receive:

- **Score only** (students will see their final scores, with no other information)
- **Detailed Results** (students will see their answers and final score)
- **Show Correct Answers** (students will see their answers, the correct answers, and their final scores)
- **Detailed Results, Correct Answers and Feedback** (students will see everything above)

In the Presentation section of the page, specify how the assessment will be presented:

- **All at Once** (the test will appear on one screen)
- **Question** (the test will display one question at a time)
 - If you don't want students to return to a question that they've already answered, click on the **Prohibit Backtracking** checkbox.
 - If you want the test questions to appear in a different order each time the students take the test (If you've allowed multiple attempts), click on the **Randomize Questions** checkbox.

Click on **Submit** when you've completed your changes, click on **OK** when the Test Options Modified page appears, and click on **OK** once more when the Modify Test page appears.

View Students' Assessment Responses

1. Click on **Gradebook** in the Assessment control panel
2. When the Gradebook appears, you will be able to determine which students have taken the assessment by a number or exclamation point appearing in the assessment-name column.

Note: In the example below, students have taken the First Quiz, Second Text, Mid-Term, and First Essay (one student). The number in Jim Tester's entry indicates that he received a 12 out of a possible 12 points on the exam. The exclamation point (!) in the First Essay column indicates that he has responded to the essay questions but has not been graded. No other students in the class have responded to the essay assessment.

3. To view the student's responses, click on the **Gradebook** displaying assessments and students' grades
4. When the **View Grades** page appears, click on the **View** button on the right side of the student's column.

View Spreadsheet

Sort Items by: Filter Items by Category: Filter Users by Last Name:

Student Name (Last, First)	Blackboard Survey	First Quiz	French quiz	Second Test	Mid-Term	Assnment One	First Essay	Total	Weighted Total
Badinov, Boris	-	90	-	80	90	-	-	170.0	0.0%
Bb_Student	-	85	-	81	86	-	-	167.0	0.0%
Moose, Bullwinkle	-	92	-	82	91	-	-	173.0	0.0%
Peabody, Mr.	-	96	-	83	88	-	-	171.0	0.0%
Sherman, Boy	-	84	-	84	95	-	-	179.0	0.0%
Squirrel, Rocky	-	95	-	85	92	-	-	177.0	0.0%
Tester, Jim	-	-	12.0	-	-	-	!	12.0	0.0%

7 Students
Displaying records 1 - 7

<<Previous | Next>>

View Grades

Student Name	Item Name	Date	Grade	Points Possible	Class Average	Weight	
Jim Tester (sc_tester1)	French quiz (Quiz)		<input type="text" value="12.0"/>	12.0		1.0	<input type="button" value="View"/>

5. When the Grade Assessment page appears, you will have an opportunity to:
 - a. Change the points for each question by

- editing the number in the point(s) field;
- b. Give the student another opportunity to take the assessment by click on Clear Attempt in the upper portion of the page.

6. Click on **Submit** to close this page.

Uploading a Pool of Questions

A pool is collection of questions that you can use many times in your course. You can pick random questions from one or many pools or specify questions from one or many pools to use in a test. Some Test Banks from publishers include an export feature where you can save your test in a format that can be used with Blackboard.

1. Click on the **Pool Manager** link in Assessment area of Control Panel.
2. Click the **Import Pool** Button.
3. Click on the **Browse** file button to find the saved test files.
 - a. When you find the file click on the file and then Click Open.



Pool to import:

Note: Most Test Managers save the files as a zipped (.zip) format

4. Click **Submit**.

Creating a Test from a Pool of Questions:

A test is a series of questions an instructor presents to students. The purpose of the test can be to evaluate concepts, provide drill, or practice exercises. Student answers can be submitted for grading, and the results are recorded under each student entry in the gradebook.

1. Click on the **Test Manager** link in Assessment area of Control Panel.
2. Click the **Add Test** icon.
3. Type the Name of the Test and a description. When finished click submit.
 - a. This title should be as clear as possible. The description of the test is important.
 - i. The students will see the description under the link to the quiz after you make the quiz available.
4. Click **Submit**.



a. The instructions should be concise and clear. This is what the student will see when they take the test

Search the Pools below:
TV Trivia - Brian (0)
TV Trivia - Amy (5)
TV Trivia - Barbara (4)
TV Trivia - Matt (3)
TV Trivia-Faye (4)
TV Trivia - Melanie (5)
TV Trivia - Brian (4)

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

Number of questions to import

5. Choose the either a random block (Step 6A) or from a question pool or assessment (Step 6B) and click go

6. Choices:

a. Random Block

- i. Choose Test/Pool
- ii. Choose type of questions
- iii. Enter number of questions to use
- iv. Enter the point per question
- v. Click Import

b. From a Question Pool or Assessment

- i. Choose Test/Pool
- ii. Choose type of questions
- iii. Click Search
- iv. Check the questions you want to use
- v. Click Submit

7. Repeat steps 1 -6 for each pool/test and/or page.

SEARCH ADVANCED

Search the Pools and assessments below:

-Tests-
TV Trivia
Civil War History
Test from Pool

-Pools-
TV Trivia - Brian
TV Trivia - Amy
TV Trivia - Barbara
TV Trivia - Matt
TV Trivia-Faye

Question types
 All True/False
 Multiple Choice Matching
 Multiple Answer Ordering
 Fill in the Blank Essay
 Calculated Numeric Calculated Formula
 File Response Hot Spot
 Fill in Multiple Blanks Jumbled Sentence
 Opinion Scale/Likert Short Answer

Note: Instructors may select 20 questions at a time from a pool or another assessment to add to a test. If more the 20 questions are found during the search (multiple pages), instructors may only select and submit questions from one page at a time.

Appendix: Different Question Types:

Multiple Choice

Multiple-choice questions allow the users a multitude of choices. In multiple-choice questions, users indicate the correct answer by selecting a button. The number of answer choices is limited to 20.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Choose the number of Possible correct answer (EX: 4 = A,B,C,D)
4. Type (Copy/Paste) answers in the proper answer boxes
5. Click on the button beside the Correct answer
6. Click Submit

True/False

True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False. The True/False questions provide an area for the Instructor to type the question and designate the correct answer.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Click on the button beside the Correct answer (True or False)
4. Click Submit

Fill in the Blank

Fill in the Blank answers are evaluated based on an exact text match. It is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are marked based on spelling.

Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors, for example: there and their
- Provide answers that allow for abbreviations or partial answers, for example Ben Franklin, Benjamin Franklin, Mr. B. Franklin, Franklin.
- Create the question that indicates to Students the best way to answer the question, for example: _____, is pictured on the one hundred dollar bill. Avoid using nicknames or abbreviations in your answer.
- • Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or order of answer terms. For example if the question

is Ben's favorite colors are ____ and the correct answer is red and blue but the Student types blue, red, the answer will be marked incorrect.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Choose the number of possible correct answer (EX: 3 = Red, red, RED)
4. Type (Copy/Paste) answers in the answer boxes
5. Click Submit

Multiple Answer

Multiple answer questions allow users to choose more than one answer. Partial credit is not given for partially correct answers, but Instructors may manually change the number of points.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Choose the number of possible correct answer (EX: 4 = A,B,C,D)
4. Type (Copy/Paste) answers in the proper answer boxes
5. Check the box(es) beside the Correct answer(s)
6. Click Submit

Matching

Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
 - a. Left Side - Permanent
3. Choose the number of Left side entries called questions (EX: 4 = A,B,C,D)
4. Type (Copy/Paste) the question in the proper question boxes
 - a. Right Side - Matches
5. Choose the number of Left side entries called questions (EX: 4 = A,B,C,D)
6. Type (Copy/Paste) answers in the "mixed up order" in the answers boxes (EX: D,B,C,A)
7. Click Continue

8. Provide the correct match using the drop down box
9. Click Submit

Ordering

Ordering questions require Students to provide an answer by selecting the correct order of a series of items.

Students will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Choose the number of possible correct answer (EX: 4 = A,B,C,D)
4. Type (Copy/Paste) the correct order in the proper answer boxes
5. Click Continue
6. Order the question in the "mixed up" order to display
7. Click Submit

Essay

Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type and/or cut and paste an answer into a text field. These types of questions must be graded manually. Essay questions may use the Math and Science Notation Tool.

1. Type (Copy/Paste) the question in the question box
2. Enter Point Value
3. Click Submit

Random Block

Random Blocks enable the Instructor to use a random selection of questions from another Test or Pool. The Instructor can also select criteria for the questions that are chosen, such as the question type.

1. Choose Test/Pool
2. Choose type of questions
3. Enter number of questions to use
4. Enter the point per question
5. Click Import

From a Question Pool or Assessment

The pools allow Instructors to store questions for repeated use and add questions that have been created in other Tests or Pools. Pools are course-specific although pools from other courses can be imported through the Pool Manager.

1. Choose Test/Pool
2. Choose type of questions
3. Click Search
4. Check the questions you want to use
5. Click Submit
6. Click on Modify beside each question, enter the point value and click submit.
7. Repeat steps 1 -6 for each pool/test and/or page.

**Instructors may select 20 questions at a time from a pool or another assessment to add to a test. If more the 20 questions are found during the search (multiple pages), instructors may only select and submit questions from one page at a time.