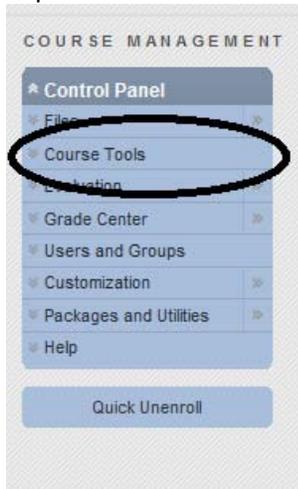




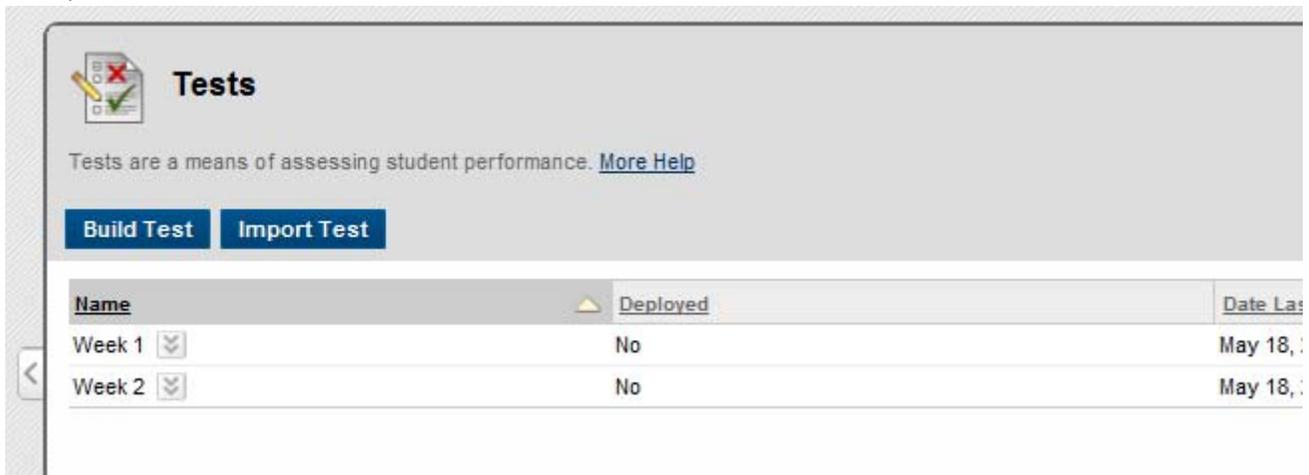
Creating, Deploying, and Reviewing Your Blackboard Test Results

How to Create, Deploy, and Review Test Results in Blackboard 9.1

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



Step 2: Select **Build Test**

A screenshot of the Blackboard 'Tests' page. The page title is 'Tests' with a small icon of a document with a pencil and a checkmark. Below the title is a description: 'Tests are a means of assessing student performance. [More Help](#)'. There are two buttons: 'Build Test' and 'Import Test'. Below the buttons is a table with three columns: 'Name', 'Deployed', and 'Date Last Modified'. The table contains two rows: 'Week 1' and 'Week 2', both with 'No' in the 'Deployed' column and 'May 18, 2011' in the 'Date Last Modified' column.

| Name | Deployed | Date Last Modified |
|--------|----------|--------------------|
| Week 1 | No | May 18, 2011 |
| Week 2 | No | May 18, 2011 |

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 abe x x²

Description is optional

Path: [body](#)

Instructions: Visual Editor: ON

Normal 3 Times New Roman B I U abe x x²

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: Chapter 1 Test

The Test Canvas allows instructors to add and edit questions, add Question

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

Test
covers the reading in Chapter 1

Create Question drop-down list.

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

The screenshot shows the Blackboard Question Editor interface. At the top, there is a tab labeled '1. Question'. Below the tab, the 'Question Text' field is active, showing a rich text editor with the text 'Blackboard NG stands for...'. The editor includes a toolbar with various formatting options like bold, italic, underline, and list creation. Below the text editor, the 'Point Value' field is set to '2', and the 'Extra Credit Only' checkbox is unchecked. The path is shown as 'body'.

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

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

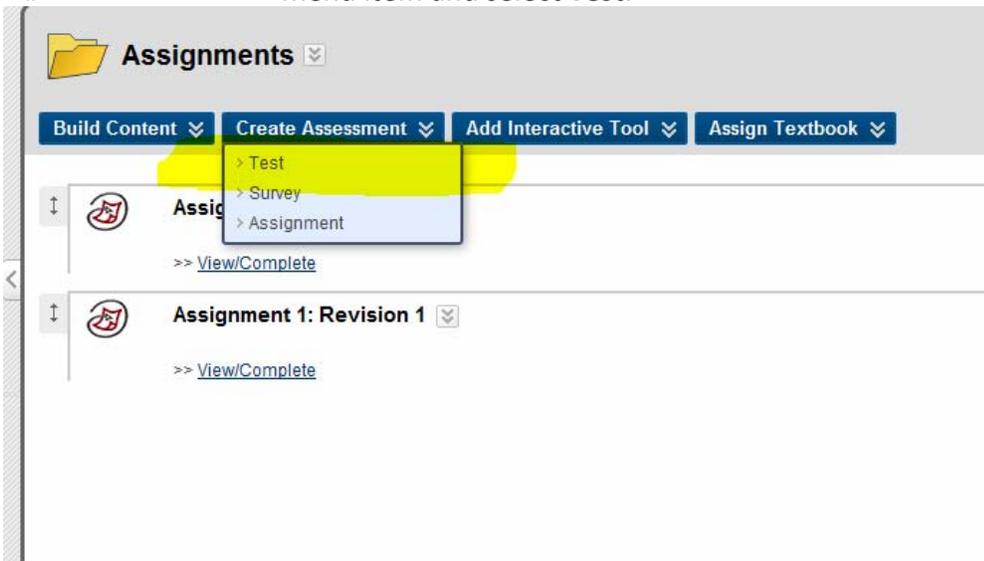
Step 8: **Categories and Keywords** are not necessary unless you want to use those features.

Step 9: Click **Submit**.

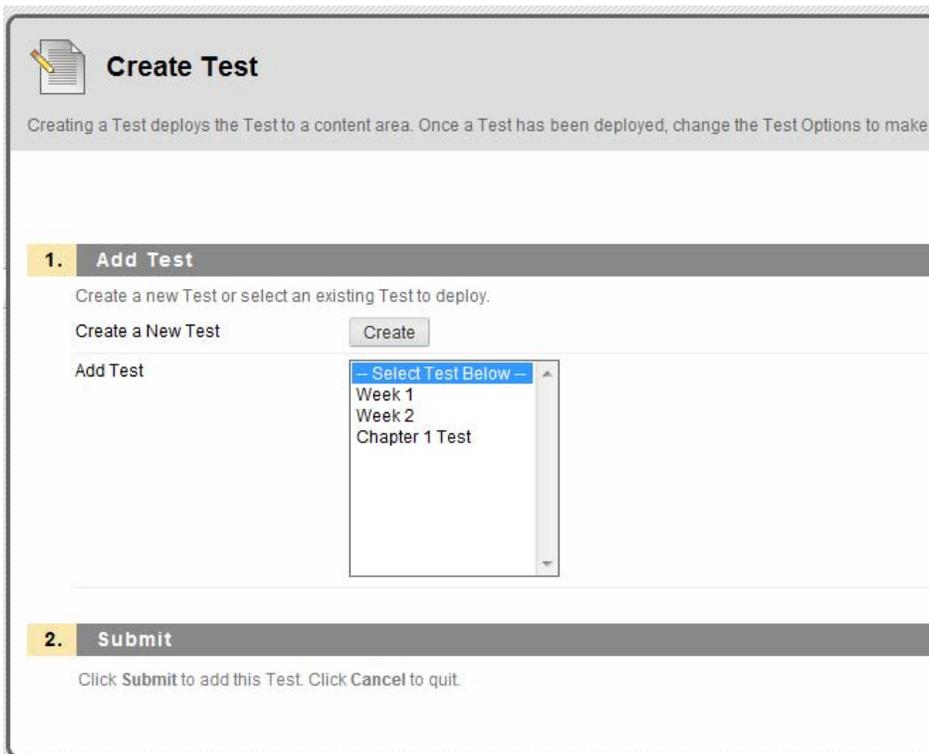
Step 10: Repeat Steps 4-9 to add additional questions to your test.

How to Deploy a Test in Blackboard 9.1

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 # menu item and select **Test**.



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



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. **Not recommended for use at USMA**

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 cadets 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**.

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**.

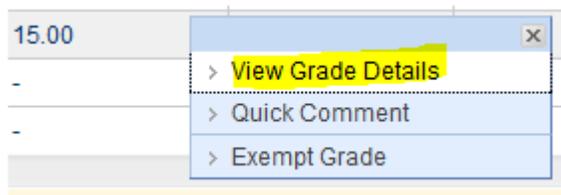
Step 3: Browse to the saved *.zip* file and click **Submit**.

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

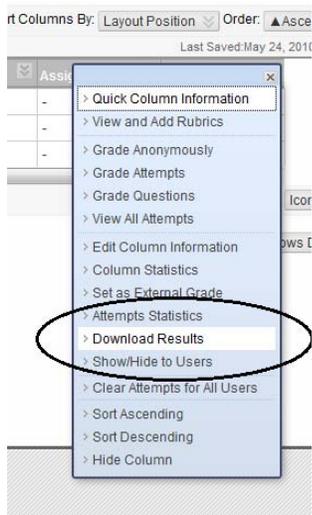
Reviewing Assessment Results in Blackboard 9.1

Q: How do I view grades?

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



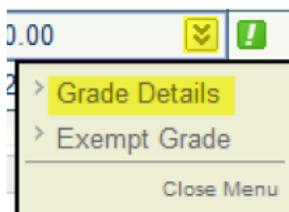
Instructors can also download Survey and Test results to excel. Go to the appropriate assessment column in the Grade Center, click on the **double-down arrow** and select **Download Results**.



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.

Question 1 Multiple Choice 0/1 out of 1 points

Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?

 **Given Answer:** ✗ Donatello

Correct Answer: ✓ Michaelangelo

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 Cadet 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 cadet 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.