

What is Blackboard?

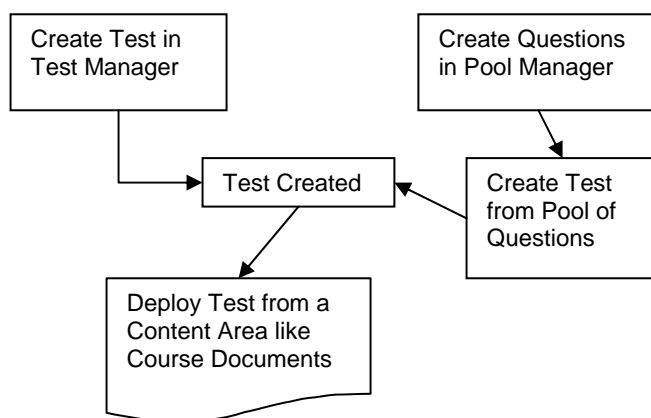
Blackboard is a course management system used by faculty and students to enhance and supplement their courses. You can communicate with your students using announcements, email and assignments. Your students will be able to interact with you and each other as a class, as project groups, or as individuals. You can give information to students, administer online tests, and let students know how they are doing through the online gradebook.

Prerequisite: This guide assumes an understanding of using the basic test and survey tools in Blackboard. Refer to the tip guide on the basics in the Faculty Resources area at <http://www.algonquincollege.com/lts/blackboard/faculty.htm>. In the instructions below, the terms assessments and tests are used interchangeably and refer to the same component in Blackboard.

What's New with Tests and Surveys in Blackboard?

There are a number of new question types available in the Test and Survey areas in Blackboard. Some of these question types require you to be using Internet Explorer, while others require Java to be turned on, and up to date. If you are having problems using Calculated Formula, for instance, you may need to update Java on your computer.

The flow chart below shows an overview of the process to create tests in Blackboard. You can create Pools first, and use the pools to design tests (recommended) or you can create a test first, and then create a Pool from the test. Pools are more flexible – they allow you to create multiple tests based on the pools, and also allow you to export the pools so you can share them with others or add them to other courses.





These new question types include the following:

- Calculated Formula – allows variables in the question
- Calculated Numeric – allows you to specify an answer range, if appropriate
- Either/Or – Similar to True/False, this allows Agree/Disagree and Right/Wrong
- File Response – Students upload a file as their response
- Fill in Multiple Blanks – Specify up to 10 variables in square brackets
- Hot Spot – An image with a hidden area which students must locate
- Jumbled Sentence – Jumbled words are presented as a drop-down list
- Opinion Scale/Likert - Useful for Surveys to gauge response
- Quiz Bowl - Requires the answer to be in the form of a question (Jeopardy style)

Creating examples of each of these types of questions in Blackboard will help you to better understand their function.


Step One: Creating a Test or Pool

1. Log on to your Blackboard course; go to the Control Panel, Test Manager or Pool Manager.
2. Select  or  then click on Submit.
3. Give your test or pool a Name; Instructions and Description are optional. Click on Submit, then "Ok".
4. If you are creating a Test, you should click on "Creation Settings" to set options. See the following description to determine which settings you should apply.

Creation Settings: Any settings you choose here will be applied to the questions you create from this point on—that is, some settings may not apply to questions that are already in the test.

The most important setting is the "Default Points Value"; if you don't choose a value, you will need to apply values question by question, using the Test Canvas.

You can save yourself a lot of work by thinking ahead and making the right choices in the Creation Settings.

 **Test Creation Settings**

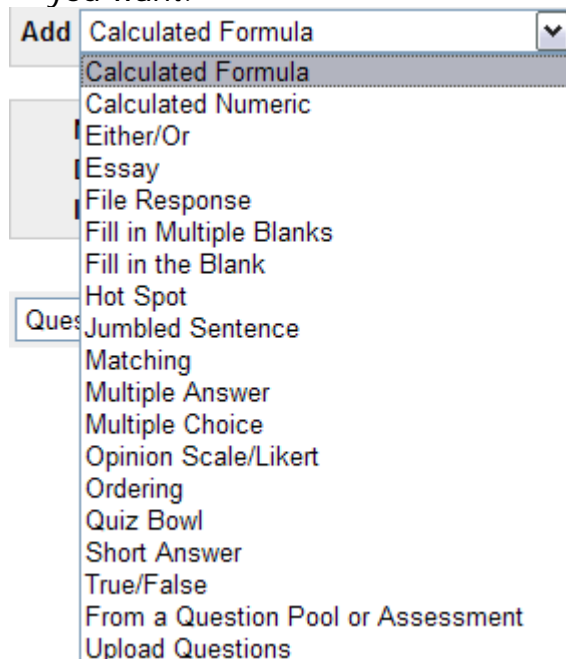
Display the following options during the creation of this Test

- 1 Feedback**
 - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
 - Add images, files, and external links to questions.
 - Add images, files, and external links to answers.
- 3 Question Metadata**
 - Add categories, topics, levels of difficulty, and keywords to qu
- 4 Scoring**
 - Specify default point value for questions.
Default point value
 - Specify partial credit options for answers.
- 5 Display**
 - Specify random ordering of answers.
 - Specify the horizontal or vertical display of answers.
 - Specify numbering options for answers.

Now that you have the Test or Pool started, it's time to add questions to it. The best way to find out how each question type works is to create an example of each one you are interested in.

Try out each question type you require, to create a sample test.

1. To add a question, click on the downward arrow and select the question type you want.



2. After selecting the question type, click on "Go".
3. The different question types include a description of their requirements. Read and follow the directions as appropriate.
4. Repeat this as often as necessary, changing the question type when required.
5. If you are working in the Test Manager, you can select questions from a pool or an existing assessment by selecting "From a question Pool or Assessment".
6. If you are working in the Pool Manager, you can create Pools from existing assessments, again by selecting "From a Question Pool or Assessment".

If you are working in the Test Manager, add as many questions of each type as you want, then "Deploy" your test according to the following instructions.

If you are working in the Pool Manager, you will need to go to the Test Manager and create a Test, following the directions above, then deploy that in a Content Area.

Step 2: Deploying Your Test

1. Go to the Content Area you want your quiz to be available in.
2. Select "Test" in the "Add" area of the tool bar.
3. Select your test from the list of "Undeployed" Tests, click "Submit" and "OK"
4. Select "Modify the Test Options":
 - You can choose whether or not you want to generate an Announcement telling your students that the quiz is available. The Announcement itself can be modified afterwards to provide more information or detail on the test by going to the Control Panel – Announcements area.
 - You can choose to activate your quiz at a certain time and to deactivate it at a certain time by filling in the calendar information but the date area is completely optional. Don't use it if you don't need to.
 - You can select "Enforce Completion" to ensure your students finish the test in one session. If students close their browser without submitting, they will not be able to get back into the test unless you unlock it for them
 - You can allow "Multiple Attempts" or set a maximum number, and the Gradebook keeps track of all the attempts. This allows you to choose which attempt, or the average of all attempts, to be used for the Grade.
 - Consider using a password to control access, you can change this at any time and it is text which you can see so you don't have to worry about forgetting what password you used.
 - Set the "Feedback" options. Decide what kind of feedback you plan to give the students. This option can be changed later, in case you don't want to provide feedback until after everyone has completed the test, for instance.

For additional support using these advanced test & survey features, contact Blackboard Help:

By Email: bbhelp@algonquincollege.com

By Telephone: 613-727-4723 Ext. 2501 (bbhelp); or the Online Learning Centre, room C102D ext. 6552