Tests and Surveys

Instructors can create online tests and surveys in Blackboard.

When a student submits a test, it is automatically graded by Blackboard and recorded in the Grade Center. (All questions are automatically graded except fill in the blank, essay, and file response types.)

Surveys function in many of the same ways as tests and offer most of the same options. However, survey questions are not assigned a point value and are not graded. Individual survey responses are kept anonymous; results are aggregated and viewed through the Grade Center.

Please see the ‘Helpful Tips’ section at the end of this tutorial for recommended suggestions when creating tests and surveys.

Creating a Test

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

2. Navigate to the area of the course where you want to add the test. In this example, we’ll navigate to a content area we created called ‘Assessment.’

3. Click the ‘Assessments’ dropdown at the top and select ‘Test.’
4. Click the ‘Create’ button to begin creating a new test.

1. **Add Test**

   Create a new Test. There are no Tests to add.

   Create a New Test  Create

5. Give the test a name. Fill in a description and instructions if desired – these are optional. Click Submit.

   * Indicates a required field.

1. **Test Information**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Week 1</td>
</tr>
</tbody>
</table>

   Description

   Instructions

6. Add questions to your test. Click on the Create Question drop down to view the various types of questions and select from the list. In this example, we’ll choose ‘Multiple Choice.’

   **Note:** ‘Question Settings,’ top right, allows you to adjust the default options available when creating questions. (For example: the ability to add images or audio files to a question, provide a feedback area for individual answers, etc.)
7. Enter a question title, if desired, followed by the question text. **Note:** The question title is not seen by students. It is there to help instructors easily locate the question from the question pool created in Blackboard.

   **1. Question**

   **Question Title**

   **Question Text**

   Which state is known as the "beehive state?"
8. Select options for answer numbering, answer orientation, allowing partial credit, and showing the answers in random order.

2. **Options**

   *If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.*

   - **Answer Numbering**
     - None
   - **Answer Orientation**
     - Vertical
   - **Allow Partial Credit**
     - [ ]
   - **Show Answers in Random Order**
     - [ ]

9. Select the number of answers from the dropdown, enter the possible answer choices, and mark the correct answer using the radio button to the left of the answer that is correct.

   **Note:** The default number of answers is set to 4. If you want less than 4, click the ‘Remove’ button to the right of one of the answer boxes.

3. **Answers**

   Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

   - **Number of Answers**
     - 4

   - **Correct**
     - [ ]
     - Answer 1.
       - Colorado
     - [ ]
     - Answer 2.
       - Utah
     - [ ]
     - Answer 3.
       - Wyoming
     - [ ]
     - Answer 4.
       - Montana
10. Enter feedback (optional) for the student to see.

4. **Feedback**

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response
Feedback

Correct! Utah is known as the beehive state and was founded in 1896.

11. Add a category, topic, level of difficulty, or topic to the question if desired. These items (all optional) help to categorize your questions in the question pool.

5. **Categories and Keywords**

*Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X to delete an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

<table>
<thead>
<tr>
<th>Categories</th>
<th>None</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Levels of Difficulty</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Keywords</td>
<td>None</td>
<td>Add</td>
</tr>
</tbody>
</table>

12. Add instructor notes if desired (optional, and only seen by the instructor).

6. **Instructor Notes**

Instructor Notes

13. Click **Submit**.
14. The question(s) will be added to the test canvas. Add point values to each question individually, or select multiple questions and add points to more than one question at a time. Click Update.

Select multiple questions and enter a common point value for all. Click Update.

Click here to set points for individual questions.

15. Repeat Steps 6-14 to add additional questions to your test.

**Note:** Actual steps will differ depending on which type of question you select.

**Note:** Questions can be re-ordered by dragging and dropping them to a new position. Edit or delete questions by clicking the option menu to the right of the question title. Hover over the question and the icons will appear:

 Drag and Drop icon

Option menu
16. When finished adding questions, click ‘Ok’ at the bottom right.

**Note:** At this point, your test has been created but has not yet been added to your site. See ‘Deploying a Test or Survey’ to add the test to your site.

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### Creating a Survey

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

   ![Edit Mode ON](image1)

2. Navigate to the area of the course where you want to add the survey. In this example, we’ll navigate to a content area we created called ‘Assessment.’

   ![Assessment Folder](image2)
3. Click the ‘Assessments’ dropdown at the top and select ‘Survey.’

4. Click the ‘Create’ button to begin creating a new survey.

   1. **Add Survey**

      *Create a new Survey or select an existing Survey to deploy.*

      Create a New Survey [Create]

5. Give the survey a name. Fill in a description and instructions if desired – these are optional. Click Submit.

   1. **Survey Information**

   6. Add questions to your survey. Click on the **Create Question** drop down to view the various types of questions and select from the list. In this example, we’ll choose ‘Opinion Scale/Likert.’

   **Note:** ‘Question Settings,’ top right, allows you to adjust the default options available when creating survey questions. (For example: specifying random ordering of answers.)
7. Enter a question title, if desired, followed by the question text. 
   **Note**: The question title is not seen by students. It is there to help instructors easily locate the question from the question pool created in Blackboard.

1. **Question**
   
   **Question Title**: final_project

   **Question Text**: 
   I feel that participating in the final project greatly improved my understanding of the course material.

2. **Options**

   If partial credit is allowed, enter a percentage of the total points given for this question.
   
   **Answer Numbering**: None
   
   **Answer Orientation**: Horizontal
   
   **Show Answers in Random Order**: [ ]

8. Select options for answer numbering, answer orientation, and showing the answers in random order.
9. Select the number of answers and enter the possible answer choices.  
**Note:** If you want less than the default number of answers, click the ‘Remove’ button to the right of one or more of the answer boxes.

3. **Answers**

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers  

Answer 1.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path: body</td>
</tr>
</tbody>
</table>

Answer 2.

<table>
<thead>
<tr>
<th>Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path: body</td>
</tr>
</tbody>
</table>

Answer 3.

<table>
<thead>
<tr>
<th>Neither Agree nor Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path: body</td>
</tr>
</tbody>
</table>

10. Add a category, topic, level of difficulty, or topic to the question if desired. These items (all optional) help to categorize your questions in the question database.

4. **Categories and Keywords**

Click: **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Complete list of Categories, Topics, Levels of Difficulty, or Keywords.

<table>
<thead>
<tr>
<th>Categories</th>
<th>None</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Levels of Difficulty</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Keywords</td>
<td>None</td>
<td>Add</td>
</tr>
</tbody>
</table>
11. Add instructor notes if desired (only seen by the instructor).

5. Instructor Notes

12. Click Submit.

13. The question will be added to the survey canvas. Repeat Steps 6-12 to add additional questions to your survey.

Note: Actual steps will differ depending on which type of question you select.

Note: Questions can be re-ordered by dragging and dropping them to a new position. Edit or delete questions by clicking the option menu to the right of the question title. Hover over the question and the icons will appear:

When finished adding questions, click ‘Ok’ at the bottom right.

Note: At this point, your survey has been created but has not yet been added to your site. See ‘Deploying a Test or Survey’ to add the survey to your site.
Deploying a Test or Survey

*(If you are still logged in and in the test creation process, you can skip ahead to step 4 of this section.)*

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

   ![Edit Mode ON](image)

2. From your course menu on the left, choose where you want to display the test/survey. In this example, we’ll select the ‘Assessment’ area.

3. From the ‘Assessments’ dropdown, choose ‘Test’ or ‘Survey.’ (In this example, we’ll deploy a test.)
4. Select the test/survey to be added from the ‘Add’ list. Click Submit:

1. **Add Test**

   *Create a new Test or select an existing Test to deploy.*

   Create a New Test  
   Create

   Add Test
   
   [Select Test Below]
   
   Quiz Week 1

   Submit

5. Fill in the options:

   **Step 1:** The name will already be filled in. Add a description if desired, and decide whether to open the test/survey in a new window.

   **Test Options**

   *Test Options control information about the Test, including instructions, availability, feedback, and presentation.* [More Help]

   *Indicates a required field.*

   **1. Test Information**

   *Name*
   Quiz 1

   Choose Color of Name
   [ ] Black

   Description
   
   [Text Editor]

   Open Test in New Window  [ ] Yes  [ ] No
Step 2: Fill in availability options.

**Note:** The link must be made available for students to view the test/survey.

**Note:** The use of the ‘Force Completion’ option is not recommended at this time. When this setting is on, it is very easy for students to accidentally hit the wrong key or button and the test is then automatically submitted, whether they are finished or not.

**Note:** Auto-Submit ‘ON’ will save and submit the test automatically for the student when the time expires.

### 2. Test Availability

- **Make the Link Available**: 
  - Yes
  - No

- **Add a New Announcement**: 
  - Yes
  - No

- **Multiple Attempts**
  - Allow Unlimited Attempts
  - Number of Attempts

- **Force Completion**
  - Once started, this test must be completed in one sitting

- **Set Timer**
  - Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.
  - 60 Minutes

- **Auto-Submit**
  - OFF
  - ON
  - OFF: The user is given the option to continue after time expires.
  - ON: Test will save and submit automatically when time expires.

- **Display After**
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
  - 02/12/2014 02:44 PM

- **Display Until**
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
  - 03/14/2014 12:00 PM

- **Password**
  - Require a password to access this Test.
Step 3: Add any Test Availability Exceptions: Click the ‘Add User or Group’ button to create availability exceptions for a student or group of students. Adjustments can be made to the number of attempts, the timer, the availability period, and the force completion setting. Click the ‘X’ to remove the exception. This is especially helpful when accommodating those with disabilities or for those needing to make up a test.

3. Test Availability Exceptions

Click Add User or Group to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the test.

<table>
<thead>
<tr>
<th>User or Group</th>
<th>Name</th>
<th>Attempts</th>
<th>Timer</th>
<th>Availability</th>
<th>Force Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>test3 student</td>
<td></td>
<td>Single Attempt</td>
<td></td>
<td>After 03/12/2014 12:00 PM</td>
<td>Until 03/14/2014 12:00 PM</td>
</tr>
</tbody>
</table>

Step 4: Fill in the Due Date and optionally prevent students from taking the test once the due date has passed, if desired:

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked Late.

- [ ] Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment:

- [ ] Do not allow students to start the Test if the due date has passed.

Students will unable to start the Test if this option is checked.

Step 5: Fill in Self-assessment options. **Note:** For surveys, only the first option is available.

5. Self-assessment Options

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. Note: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

- [ ] Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

- [ ] Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.
Step 6: Choose when and what type of feedback to give to students upon completion of a test or survey. Up to two rules can be set. This is helpful if instructors want to wait until all tests are submitted before exposing correct test answers; they no longer have to log back in and change feedback settings.

**Note:** For surveys, only ‘Status,’ ‘All Answers,’ and ‘Submitted Answers’ are available.

6. **Show Test Results and Feedback to Students**

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

Step 5: Choose how the test/survey is presented and whether to randomize questions. Click Submit.

6. **Test Presentation**

Presentation Mode

- **All at Once**
  
  Present the entire Test on one screen.

- **One at a Time**
  
  Present one question at a time.

- **Prohibit Backtracking**
  
  Prevent changing the answer to a question that has already been submitted.

- **Randomize Questions**
  
  Randomize questions for each Test attempt.

**Please note:** Presenting questions ‘One at a Time’ may help ensure that students remember to save their answers as they progress through the test.

6. The test/survey is now added to the content area.
Viewing/Editing Test Results

1. To view or edit student test grades, click on the Grade Center link in the Control Panel (lower left hand side) and select ‘Full Grade Center.’

2. Locate the particular column to view or edit results. Grades are automatically entered into the Grade Center when students complete a test (unless the test includes short answer or essay questions which require manual grading – see ‘Grading Short Answer and Essay Questions’ below).

3. To view individual responses, click the option menu inside the cell containing the test result and choose ‘Attempt (date)’ to directly view the student attempt.
4. The student attempt is displayed. Here the instructor can view responses and edit points for each question, if desired. Navigation buttons can be used to navigate through each test. Click ‘Save and Exit’ when finished.

Navigation buttons

Edit points here
Grading Tests with Short Answer, Essay, or File Response Questions

Blackboard will automatically grade all test questions except short answer, essay, and file response type questions.

1. Click on the Grade Center link in the Control Panel (lower left hand side) and select ‘Full Grade Center.’

2. From the Grade Center, locate the particular column to grade. The grades will display as a yellow exclamation point to let you know the test needs grading.

3. To view individual responses, click the option menu inside the cell containing the exclamation point and choose ‘Attempt (date)’ to directly open the attempt that needs grading.
4. The student’s test is displayed. Locate the short answer, file response, or essay question(s) to be graded and enter the point value on the right hand side. Enter feedback for the student in the text box (optional). Use the navigation buttons at the top to navigate through each student’s test, if desired. Click ‘Save and Next’ or ‘Save and Exit’ when finished.

5. The grade now displays in the grade book column.

Viewing Survey Results

When students complete a survey, the completion status is automatically entered into the Grade Center (green check marks).
1. To view overall survey results, click the option menu at the top of the survey column and choose ‘Attempts Statistics.’

**Note:** It is not possible to view individual student responses to surveys – these are kept anonymous.

2. The statistics page shows how many students submitted the survey as well as the percentage breakdown of each response within each question.

**Survey Statistics: Course Survey**

The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics.

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempts</td>
<td>2 (Total of 2 attempts for this assessment)</td>
</tr>
</tbody>
</table>

**Question 1: Opinion Scale/Likert**

I feel that participating in the final project greatly improved my understanding of the course material.

<table>
<thead>
<tr>
<th></th>
<th>Percent Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Agree</td>
<td>0%</td>
</tr>
<tr>
<td>Agree</td>
<td>50%</td>
</tr>
<tr>
<td>Neither Agree nor Disagree</td>
<td>50%</td>
</tr>
<tr>
<td>Disagree</td>
<td>0%</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>0%</td>
</tr>
<tr>
<td>Unanswered</td>
<td>0%</td>
</tr>
</tbody>
</table>
Helpful Tips when creating Tests/Surveys:

- Avoid using the ‘Force Completion’ setting if possible. When this setting is on, it is very easy for students to accidentally hit the wrong key or button and the test is then automatically submitted, whether they are finished or not.
- Consider allowing more than one submission attempt in case of technical difficulty, so that students can easily retake and re-submit a test if necessary.
- Avoid creating large exams involving many/complex questions which are presented all at once (50 questions is considered large).
- Large tests create more server load - consider breaking large tests into smaller tests taken in sequence.
- When groups of users submit tests/surveys at the same time, it can lead to failure due to application overload. When giving large in-classroom exams, please stagger the submissions.
- Train users to save their attempt every 10-15 minutes (but avoid too-frequent saves, which overload the application).
- When using random selection of questions from pools, keep the overall exam especially short.
- **Avoid Long Essay Questions:** Typing into a text box on Blackboard does not register as browser activity; thus, typing for an extended period of time puts the individual at risk for session time-out. In order to get around this issue, long essay questions could be broken down into several short answer questions, or a 'File Response' question type may be used to allow students to upload a pre-written file (like a Microsoft Word .doc or an Adobe .pdf). If this question type is used for a file that has not been pre-written, meaning that students are asked to write their response outside of Blackboard while the Blackboard test is open and running, students MUST return to the Blackboard test to then upload the file, at which time Blackboard may have timed out.
- **Conduct a low stakes exam or pilot trial:** When test/survey problems do occur, there are few remedies available other than clearing the attempt. Therefore, as in introducing any new technology in a teaching and learning situation, it is highly recommended that all instructors contemplating use of the Blackboard test/survey feature first conduct a pilot trial of the technology before using this feature in a live situation that will count towards a grade. For example, create a quick test on the content contained in the syllabus and deliver it on the first week of class. Your students will get experience on a tool they may not have used in the past and as the instructor, you can head off any future issues with your exams.