

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.

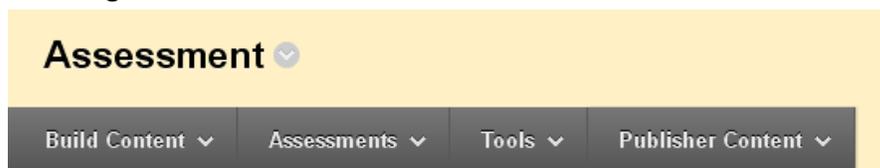
Please see the 'Helpful Tips' section at the end of this tutorial for recommended suggestions when creating tests and surveys.

Creating a Test

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

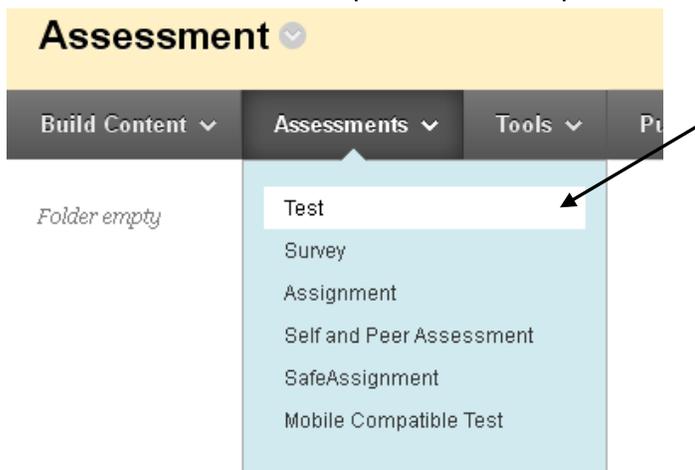


2. Navigate to the area of the course where you want to add the test. In this example, we'll navigate to a content area we created called 'Assessment.'



Folder empty

3. Click the 'Assessments' dropdown at the top and select 'Test.'



- 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



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

* Indicates a required field.

Cancel

Submit

1. Test Information

* Name

Quiz Week 1

Description

Rich text editor for the description field. The toolbar includes options for font style (Normal), font size (3), font color (Arial), bold (B), italic (I), underline (U), text color (abc), text background color (x₂ x²), bulleted list, numbered list, indent, outdent, link, unlink, and help. The path is shown as `body`.

Instructions

Rich text editor for the instructions field. The toolbar includes options for font style (Normal), font size (3), font color (Arial), bold (B), italic (I), underline (U), text color (abc), text background color (x₂ x²), bulleted list, numbered list, indent, outdent, link, unlink, and help. The path is shown as `body`.

- 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.)

Test Canvas: Quiz Week 1

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

[Create Question](#)
[Reuse Question](#)
[Upload Questions](#)
[Question Settings](#)

- 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

Click here to adjust options when creating questions, such as the ability to add image or audio files to questions.

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

Normal | 3 | Arial | **B** | *I* | U | *abe* | x_2 | x^2 | [List Icons]

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	<input type="text" value="None"/>
Answer Orientation	<input type="text" value="Vertical"/>
Allow Partial Credit	<input type="checkbox"/>
Show Answers in Random Order	<input checked="" type="checkbox"/>

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

Correct

Answer 1. Remove

Normal Arial

Colorado

Path: body » font

Answer 2. Remove

Normal Arial

Utah

Path: body » font

Answer 3. Remove

Normal Arial

Wyoming

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



A rich text editor interface for entering feedback. The toolbar includes options for text style (Normal), font size (3), font family (Arial), bold (B), italic (I), underline (U), strikethrough (abc), subscript (x₂), and superscript (x²). It also features icons for bulleted and numbered lists, indent, outdent, link, unlink, and undo. The text area contains the 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

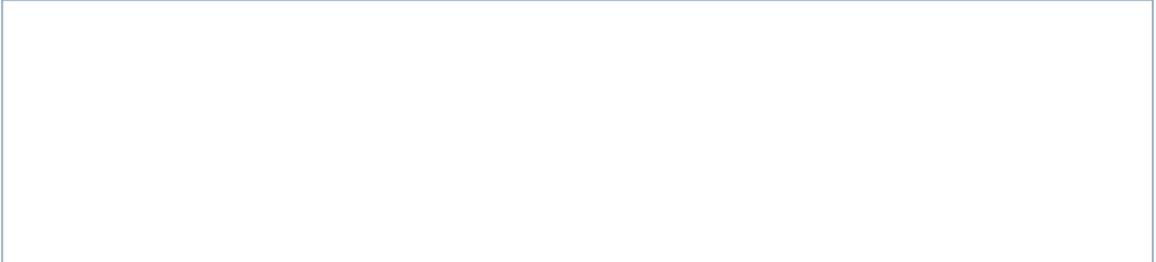
*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X in existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

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

6. Instructor Notes

Instructor Notes



A large, empty rectangular text area for entering 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 enter a common point value for all. Click Update.

The screenshot shows a test editor interface. At the top, there are controls for selecting questions: "Select: All None" and "Select by Type: - Question Type -". Below these are buttons for "Delete", "Points" (with a text input field containing "5"), "Update", and "Hide Question Details".

Two questions are listed:

- Question 1: "1. Multiple Choice: beehive_state: Which state is known as the 'beehive...". It has a point value of 2. The question text is "Which state is known as the 'beehive state?'". The answer options are Colorado, Utah (selected with a green checkmark), Wyoming, and Arizona. The correct feedback is "Correct! Utah is known as the beehive state and was founded in 1896."
- Question 2: "2. Multiple Choice: first_pres: Who was the first president of the U...". It has a point value of 2. The question text is "Who was the first president of the United States?". The answer options are Washington (selected with a green checkmark), Adams, Franklin, and Jefferson.

Callouts:

- A callout on the left points to the checkboxes next to the question titles: "Select multiple questions and enter a common point value for all. Click Update."
- A callout on the right points to the "Points" input field: "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:

The image shows a close-up of a question card. On the left side of the card, there is a yellow vertical bar with a double-headed vertical arrow icon, indicating a drag and drop handle. On the right side of the card, there is a small downward-pointing arrow icon, indicating an option menu.

Callouts:

- A callout on the left points to the drag and drop icon: "Drag and Drop icon".
- A callout on the right points to the option menu 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.

Description

Instructions

Total Questions 2

Total Points 4

Select: [All](#) [None](#) | Select by Type: - Question Type -

Delete Points Update Hide Question Details

1. **Multiple Choice: beehive_state: Which state is known as the 'beehive...** Points: 2

Question	Which state is known as the 'beehive state?'
Answer	Colorado Utah Wyoming Arizona
Correct Feedback	Correct! Utah is known as the beehive state and was founded in 1896.

2. **Multiple Choice: first_pres: Who was the first president of the U...** Points: 2

Question	Who was the first president of the United States?
Answer	Washington Adams Franklin Jefferson

Select: [All](#) [None](#) | Select by Type: - Question Type -

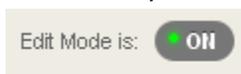
Delete Points Update Hide Question Details

Click OK when finished adding/editing questions

← OK

Creating a Survey

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



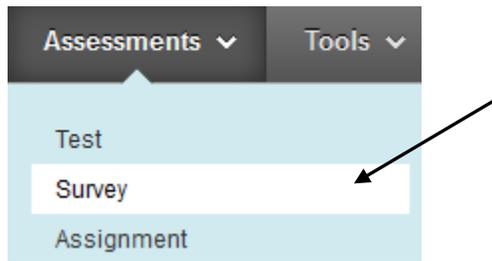
2. Navigate to the area of the course where you want to add the survey. In this example, we'll navigate to a content area we created called 'Assessment.'

Assessment

Build Content Assessments Tools Publisher Content

Folder empty

- Click the 'Assessments' dropdown at the top and select 'Survey.'



- 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

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

1. Survey Information

Name

Description

Rich text editor for the description field. The toolbar includes options for text color, font size (3), font family (Arial), bold (B), italic (I), underline (U), strikethrough (abc), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, and link. The main text area is empty. The path is shown as 'Path: body'.

Instructions

Rich text editor for the instructions field. The toolbar and options are identical to the description field. The main text area is empty.

Submit

- 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.)

Survey Canvas: Course Survey ▾

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. [More Help](#)

Create Question ▾
Find Questions
Upload Questions
Question Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- 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

Click here to adjust options when creating questions

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

Normal 3 Arial | **B** *I* U *abe* | \times_2 \times^2 | [List Icons]

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

8. Select options for answer numbering, answer orientation, and showing the answers in random order.

2. Options

If partial credit is allowed, enter a percentage of the total points given for th

Answer Numbering

Answer Orientation

Show 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.

Normal3Arial**B** *I* U abc x_2 x^2 ☰ ☷ ☹ ☰ ☷ ☹📄 📄

Strongly Agree

Path: [body](#)

Remove

Answer 2.

Normal3Arial**B** *I* U abc x_2 x^2 ☰ ☷ ☹ ☰ ☷ ☹📄 📄

Agree

Path: [body](#)

Remove

Answer 3.

Normal3Arial**B** *I* U abc x_2 x^2 ☰ ☷ ☹ ☰ ☷ ☹📄 📄

Neither Agree nor Disagree

Path: [body](#)

Remove

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. A complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories

Topics

Levels of Difficulty

Keywords

11. Add instructor notes if desired (only seen by the instructor).

5. Instructor Notes

Instructor Notes

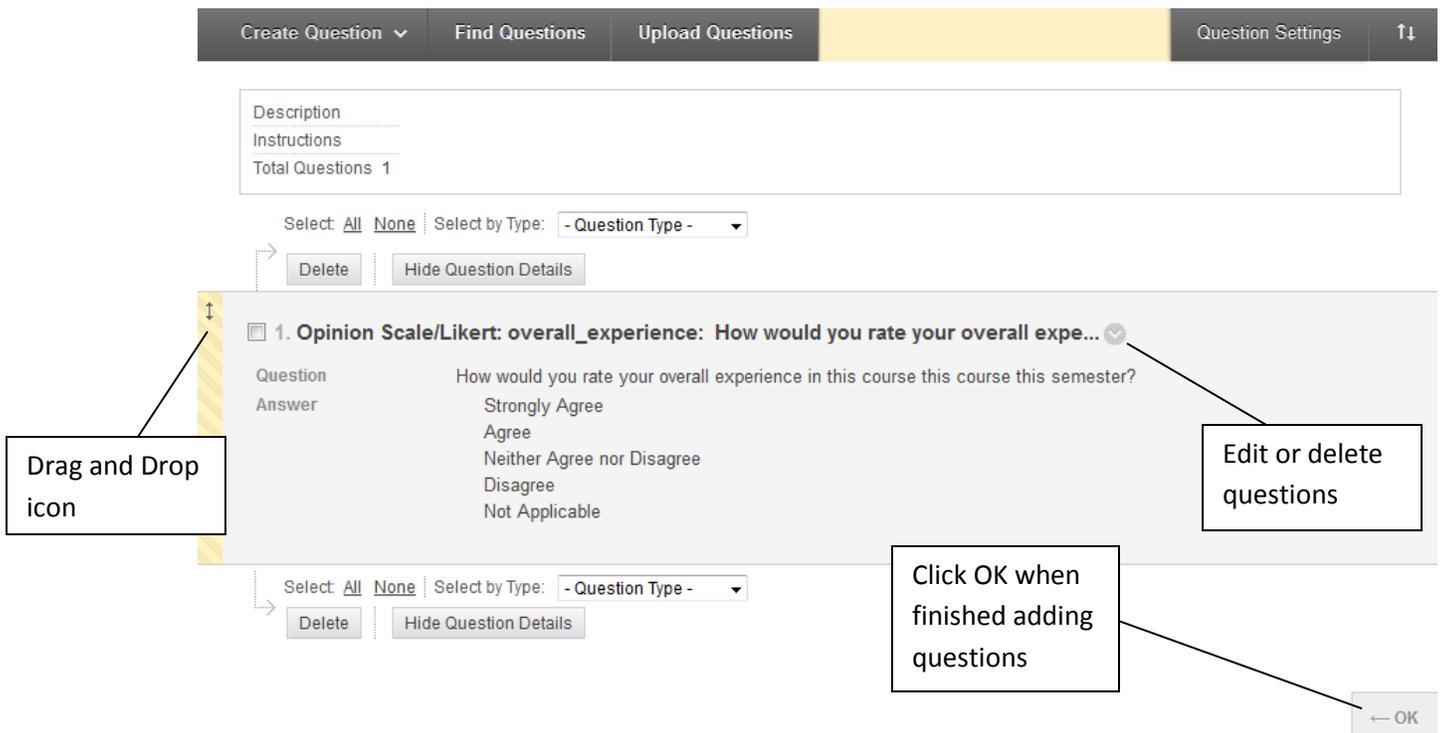
12. Click **Submit**.



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:



The screenshot shows the survey editor interface. At the top, there are navigation tabs: "Create Question", "Find Questions", "Upload Questions", "Question Settings", and a vertical arrow icon. Below the tabs is a summary box containing "Description", "Instructions", and "Total Questions 1". Underneath is a filter section with "Select: All None" and "Select by Type: - Question Type -". Below that are "Delete" and "Hide Question Details" buttons. The main area displays a question titled "1. Opinion Scale/Likert: overall_experience: How would you rate your overall experience in this course this course this semester?". The question text is "How would you rate your overall experience in this course this course this semester?". The answer options are "Strongly Agree", "Agree", "Neither Agree nor Disagree", "Disagree", and "Not Applicable". To the left of the question title is a vertical double-headed arrow icon. To the right is a dropdown menu icon. At the bottom, there is another filter section and "Delete" and "Hide Question Details" buttons. At the bottom right, there is an "OK" button.

Drag and Drop icon

Edit or delete questions

Click OK when finished adding questions

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.

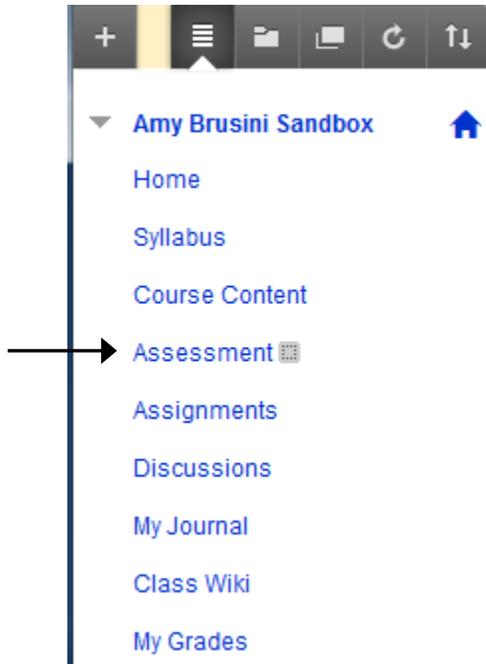
Deploying a Test or Survey

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

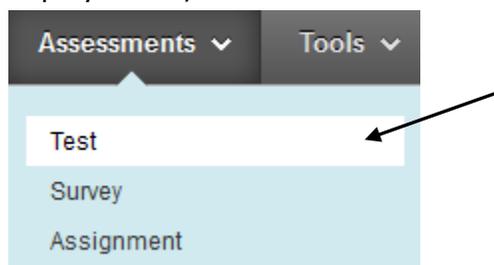
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



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:

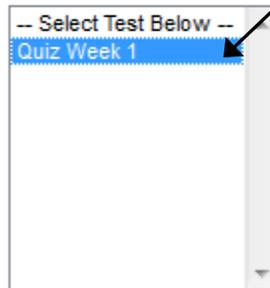
1. Add Test

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

Create a New Test

Create

Add Test



A dropdown menu with a scrollable list. The top item is "-- Select Test Below --" and the second item is "Quiz Week 1", which is highlighted in blue. An arrow points to the "Quiz Week 1" option.

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.

Cancel

Submit

1. Test Information

* Name

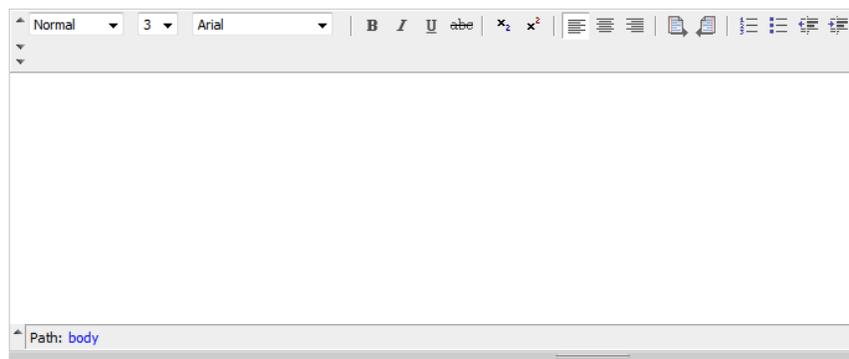
Quiz 1

Choose Color of Name

Black

Description

Text Editor is: ON



A rich text editor interface with a toolbar containing options for font style (Normal), size (3), font family (Arial), bold (B), italic (I), underline (U), text color (a), background color (x), and text background color (x²). Below the toolbar is a large empty text area. At the bottom left, it shows "Path: body".

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
for this Test

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

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

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.

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.

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.

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

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.

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.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	test3 student	Single Attempt	<input type="checkbox"/> <input type="text"/>	 After: 03/12/2014 12:00 PM Until: 03/14/2014 12:00 PM	<input type="checkbox"/> <input type="text"/>

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 be 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.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Availability End Date 03/14/2014 12:00 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

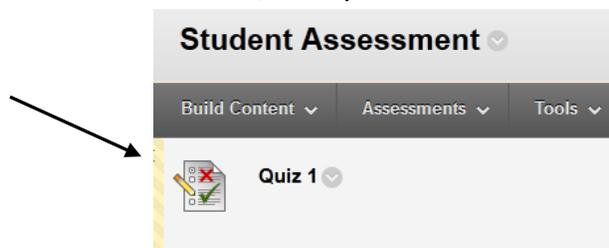
One at a Time
Present one question at a time.

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.'

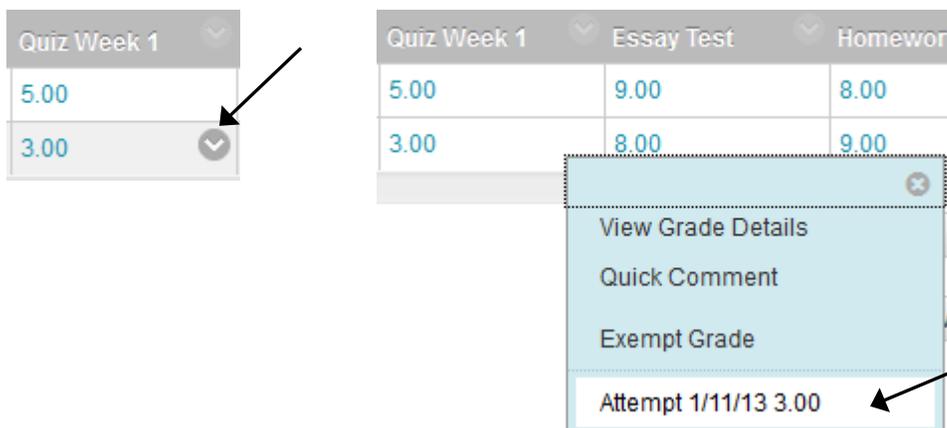


2. Locate the particular column to view or edit results. Grades are automatically entered into the Grade Center when students complete a test (unless the test includes short answer or essay questions which require manual grading – see 'Grading Short Answer and Essay Questions' below).

The screenshot shows a table titled 'Grade Information Bar'. The table has four columns: 'Last Name', 'First Name', 'Last Access', and 'Quiz Week 1'. There are two rows of data. The first row shows 'student', 'test01', 'January 11, 2013', and '5.00'. The second row shows 'student', 'test02', 'January 11, 2013', and '3.00'. A black box highlights the 'Quiz Week 1' column and its data cells. Below the table, it says 'Selected Rows: 0'.

<input type="checkbox"/>	Last Name	First Name	Last Access	Quiz Week 1
<input type="checkbox"/>	student	test01	January 11, 2013	5.00
<input type="checkbox"/>	student	test02	January 11, 2013	3.00

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

User: **test02 student (Attempt 1 of 1)** ✓
View: **Full Grade Center**

Exit Save and Exit < 2 of 2 >

Test Information

Question 1: Multiple Choice 0 out of 2 points

Which state is known as the 'beehive state'?

Given Answer: ✗ Colorado

Correct Answer: ✓ Utah

Edit points here

Question 2: Multiple Choice 3 out of 3 points

Who was the first president of the United States?

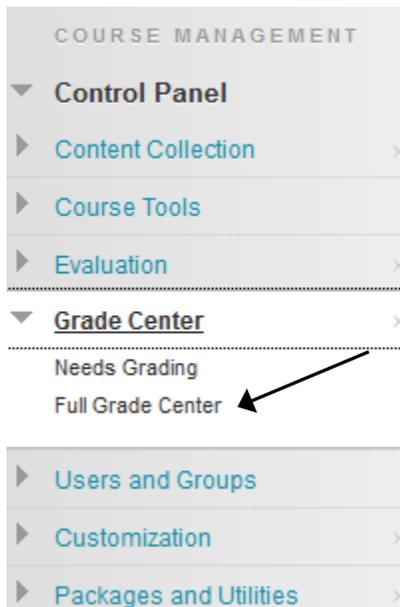
Given Answer: ✓ Washington

Correct Answer: ✓ Washington

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.

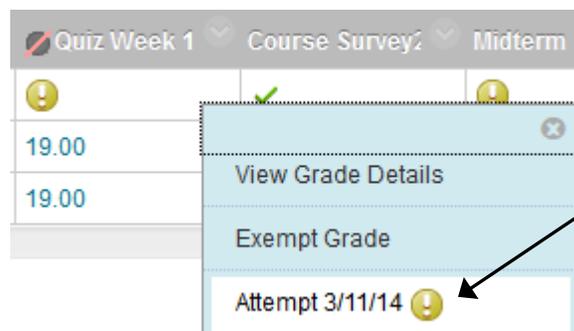
1. Click on the Grade Center link in the Control Panel (lower left hand side) and select 'Full Grade Center.'



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.

Grade Information Bar					
<input type="checkbox"/>	Last Name	First Name	<input type="checkbox"/> Demo Quiz	<input type="checkbox"/> Quiz Week 1	<input type="checkbox"/> Course Survey?
<input type="checkbox"/>	student	test1	--	!	✓
<input type="checkbox"/>	student	test2	--	19.00	✓
<input type="checkbox"/>	student	test3	--	19.00	✓

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.



- 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.

User: **test1 student (Attempt 1 of 1)** Exit Save and Exit **Save and Next** < 1 of 3 >

View: **Full Grade Center**

Question 3: Short Answer

Hello, my name _____ (to be) Anne and I _____ (to come) from England. I _____ (to arrive) two years ago.

Given Answer: is, come, arrived

Correct Answer: is
come
arrived

Response Feedback:

5 out of 5 points

Enter points here

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table Border, HTML, CSS

Good job with this one.

- The grade now displays in the grade book column.

Grade Information Bar Last Saved: 11/11/2013 10:00 AM

Last Name	First Name	Demo Quiz	Quiz Week 1	Course Survey?
student	test1	--	24.00	
student	test2	--	19.00	
student	test3	--	19.00	

Viewing Survey Results

When students complete a survey, the completion status is automatically entered into the Grade Center (green check marks).

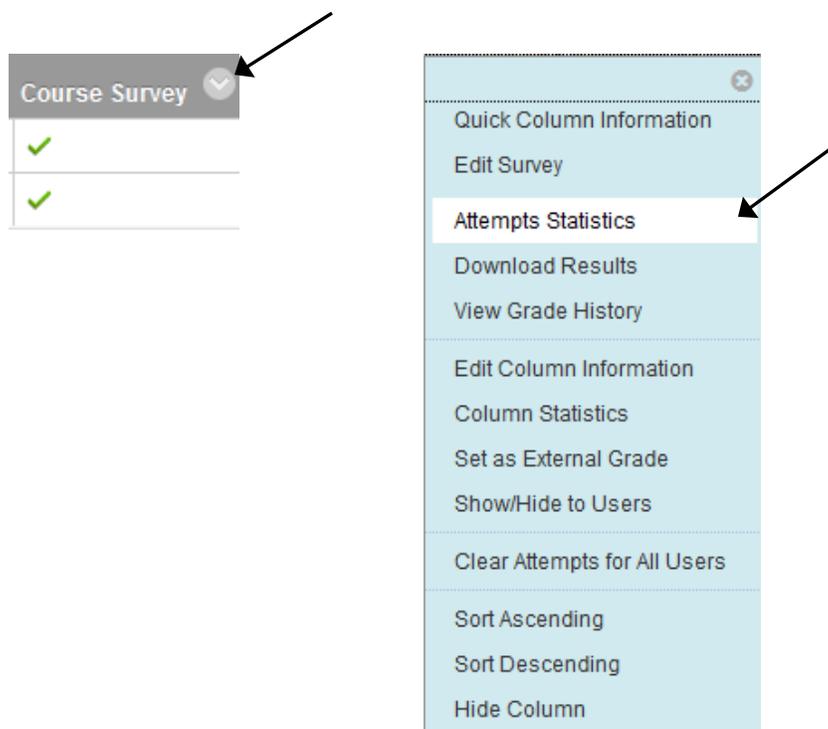
Grade Information Bar Last Save: 11/11/2013 10:00 AM

Last Name	First Name	Last Access	Course Survey	Quiz Week 1
student	test01	January 11, 2013		5.00
student	test02	January 11, 2013		3.00

Selected Rows: 0

- 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.



- 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.

Name Course Survey
 Attempts 2 (Total of 2 attempts for this assessment)
 Instructions
 Alignments

Question 1: Opinion Scale/Likert

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

	Percent Answered
Strongly Agree	0%
Agree	50%
Neither Agree nor Disagree	50%
Disagree	0%
Not Applicable	0%
Unanswered	0%

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.