Create an Assessment in a Course Area

NOTE: This tutorial was created using Mozilla Firefox 13.0.1. Other browser's displays may differ somewhat in presentation. Some images have been cropped for clarity and don't represent the entire browser window.

Take away's from this tutorial:

I. Create an assessment in a course area.
II. Add three questions to the test including:
   A. True/False question
   B. Multiple Choice question
   C. Short Answer question
III. Set Assessment options.
IV. Take the test as a student.
V. Grade the test.
VI. View your test results as a student and an instructor.

I. Create an Assessment

1. Access your developmental course. You may add Assessment under the Assessments link or in any other content location of your choice.
2. Ensure Edit mode is ON.
3. On the Action Bar, hover over the Create Assessment tab to enable the drop-down list.
4. Select Test.
5. On the Create Test page, under option 1, Add Test - click **Create** button to build the test.

6. On the **Test Information** page under option 1 - give your test a name. This name will be the header of the corresponding Grade Center column, created automatically by Blackboard.

7. Enter:
   a. Description of the test.
   b. Instructions for taking it.

   You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.

  Attachments uploaded using the Text Editor can be launched in a new window and can include alternate text to describe the attachment.
8. After you have entered the text, Click Submit to create your test. This opens the Test Canvas.

II. Add Three Questions to the test:

A. Create a True/False question:

1. On the Test Canvas, hover over the Create Question chevrons to activate the drop-down list.

2. Select and click the question type: in this example we will develop a True/False question.

3. On the Create/Edit True/False Question page under option 1 Question,

   a. You may give the question a title or the Question Title may be left as is – it will be automatically filled with the text from the Question Text.

   b. Question Text – enter your question.

   c. Under Options – you may leave “vertical” orientation as default, it displays better in most browsers.

   d. Select the correct response: True or False.
4. (Optional) Enter Correct and Incorrect Response Feedback (optional).

5. (Optional) Add Categories and Keywords.
   - These may help with re-using questions in other assessments.

6. (Optional) Add Instructor Notes if any.

7. Click Submit to add your True/False question to the test.
B. Create a Multiple Choice Question.

1. On the Test Canvas page, hover over the Create Question chevrons to activate the drop-down list.
2. Select a Multiple Choice question.
3. On the Create/Edit Multiple Choice page under option 1, Question.
   
a. **Question Title** may be left as is – it will be automatically filled with the text from the Question Text.

b. **Question Text** – enter your question.

c. Under Option 2, **Options** – you may choose
   - **Answer Numbering**: upper or lower case letters, numbers, or Roman numerals.
   - **Answer Orientation**: Vertical orientation displays better in most browsers.
   - **Allow Partial Credit** – you may assign various percentages to choices. This may be useful if you want to assign partial credit for selecting one answer of a multiple answers. You may also assign a negative percentage for a wrong answer.
   - **Show Answers in Random Order** – good option for scrambling the answers – make sure that answers are not position-dependent, i.e. do not use “above” or “below” or “a and c”.
4. Under Option 3 **Answers**, enter **Answers**:

a. The default number of answers is 4 – but it can go up to 20. Use the drop-down menu to select the needed number.

b. Click the radio button by the correct response. Fill in all **Answer** fields with your distracters.

2. Enter Correct and Incorrect Response Feedback (optional).

3. Add **Categories and Keywords**: These will help you filter questions for possible reuse in other assessments.

4. Enter **Instructor Notes** (optional).

5. Click **Submit. Your Multiple Choice** question is created.
C. Create a Short Answer question.

1. On the Test Canvas, hover over the Create Question chevrons to activate the drop down list.
2. Select a question type. In this example we will develop a Short Answer question.
3. On the Create/Edit page,
   a. You may give the question a title or the Question Title may be left as is – it will be automatically filled with the text from the Question Text.
   b. Question Text – enter your question.

   c. Under option 2, Answer – you may set the number of rows that will display in the answer field. 3 is the default.

   d. Answer Text – enter your answer.

4. (Optional) Add Categories and Keywords: These will help you filter questions for possible reuse in other assessments.
5. Enter Instructor Notes (optional).
6. Click Submit. Your Short Answer question is created.

NOTE: the first two questions will be graded automatically, the third one needs instructor input.
7. When all three question types have been created, click OK. This will return you to the Create Test page.
8. Your newly created test is now visible in the Add Test window.
9. Select it by clicking your cursor on the test name, then click on Submit which will take you to the Test Options window.
III. Set Assessment Options

Assessment options will define when and how the test link will become available to students. Modifying or deleting the link DOES NOT AFFECT the actual test.

1. In the Test Options window under option 1, Test Information,

   a. Select Yes for Open Test in New Window.

   b. Under Option 2, Test Availability, select YES for Make the Link Available. You may also check the Add a New Announcement for this Test option. Then Blackboard will generate both an announcement and notification email to students.

   c. Under Option 5, Test Feedback: Score checked will only display the score. Submitted Answers – will show only submitted answers with the indicator whether they were correct or not. Correct Answers – will show correct answers Feedback – check only if you will provide any.
d. Under Option 6, **Test Presentation Mode** select
   - **All at Once** – to display all questions on the screen.
   - **One at a Time** – to display questions one at a time.
   - **Prohibit Backtracking** will prevent students from clicking the back button/arrow.
   - **Randomize Questions** – will scramble the question order for each attempt/student.

2. Click **Submit** and the test is ready to take

**IV. Take the Test as a Student**

1. Log out of Blackboard and log back in as a Test Student. Review the Adding a Test Student tutorial if you haven’t already created your test student ID. You may use a different browser to access Blackboard as a student.

2. Go to the **Content Area** where you created your test

3. Click your new test title to start the test. The **Begin Test** section opens up. As a student you will see instructions. Once you have read the instructions, click the green **Begin** button to start the test.

4. Complete the test and click **Save and Submit**.
5. Click **OK** to review your test score for those questions that get scored automatically.
6. Log out as a test student.
V. Grade the Test

1. In the Control Panel select Grade Center.

2. Select Needs Grading. NOTE: you can use Full Grade Center, or Tests, but for our purposes, we’ll use Needs Grading.

3. Click on Test Student in the Test row. This will open Test Student’s assessment for grading.

4. For Question 3, enter the points earned for the Short Answer question.

5. Leave feedback for the student (optional).
6. Enter feedback or notes for the overall test attempt (Optional).
7. You may want to add Grading Notes for your reference (Optional).
8. Click on Save and Exit

VI. View your test results as a student and an instructor.

A. View Test Results as a Student

1. Log in as the Test Student you created earlier in a different browser.

2. Go to My Grades link in the left menu. This link comes as a part of the template. If you do not have this link – it needs to be added as a Tool link.

3. Click on the blue underlined test score in the Grade column.

4. The View Attempts screen for Test_Student will come up. Click on the blue underlined score (30) again.
5. This is what the student will see when bringing up the test score according to the conditions that were setup prior to the test.

![Review Test Submission: Test Build Demonstration](image)

6. Click OK

**B. View the Test Results as an Instructor.**

1. Login as an instructor. You may use different browser.
2. On the **Control Panel** select **Grade Center**.
3. Click on **Full Grade Center**.
4. Side scroll to the test’s column and click on it twice to reveal the Test Student who took the test. 

5. Hover on the test score column to bring up the chevrons and then select View Grade Details.

6. Click on View Attempts.

7. This will return you to the Grade Test window. From here you can re-grade the test and change scores, add additional comments, or leave the test as is.

8. Click on Submit if changes or re-grading is done or on Exit if the test is left as is when finished.