How to Create and Facilitate an Exam, Test, or Quiz

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Learning Objectives
Participants will be able to…

- Create a Blackboard Test
- Describe the Question Types
- Explain the Test Settings

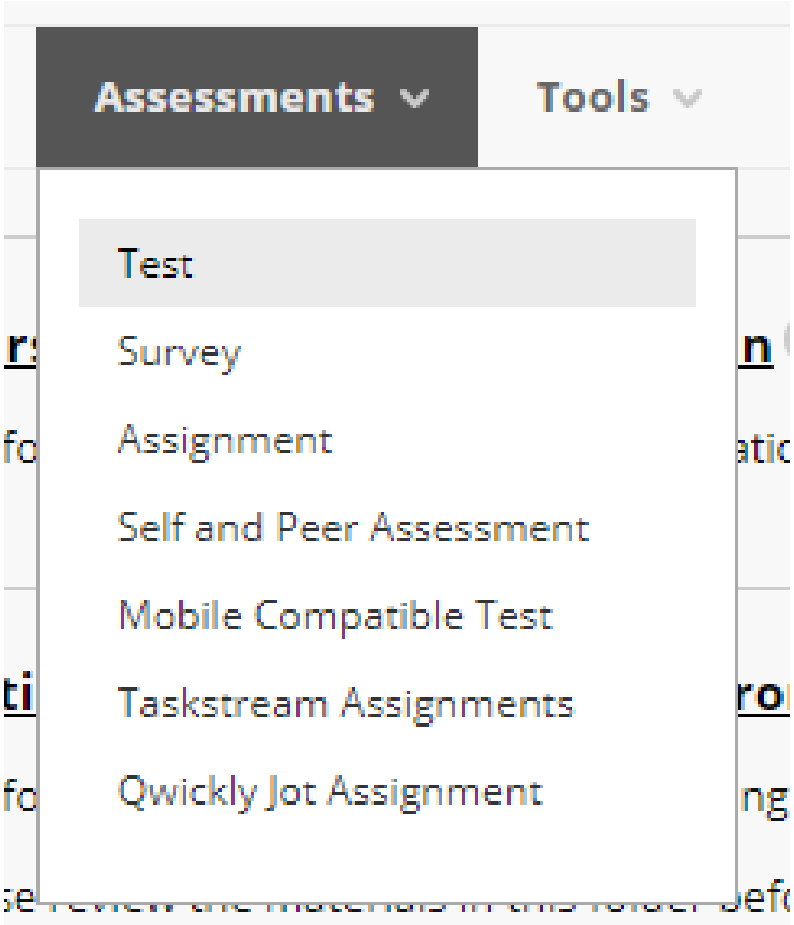
Tests / Quizzes

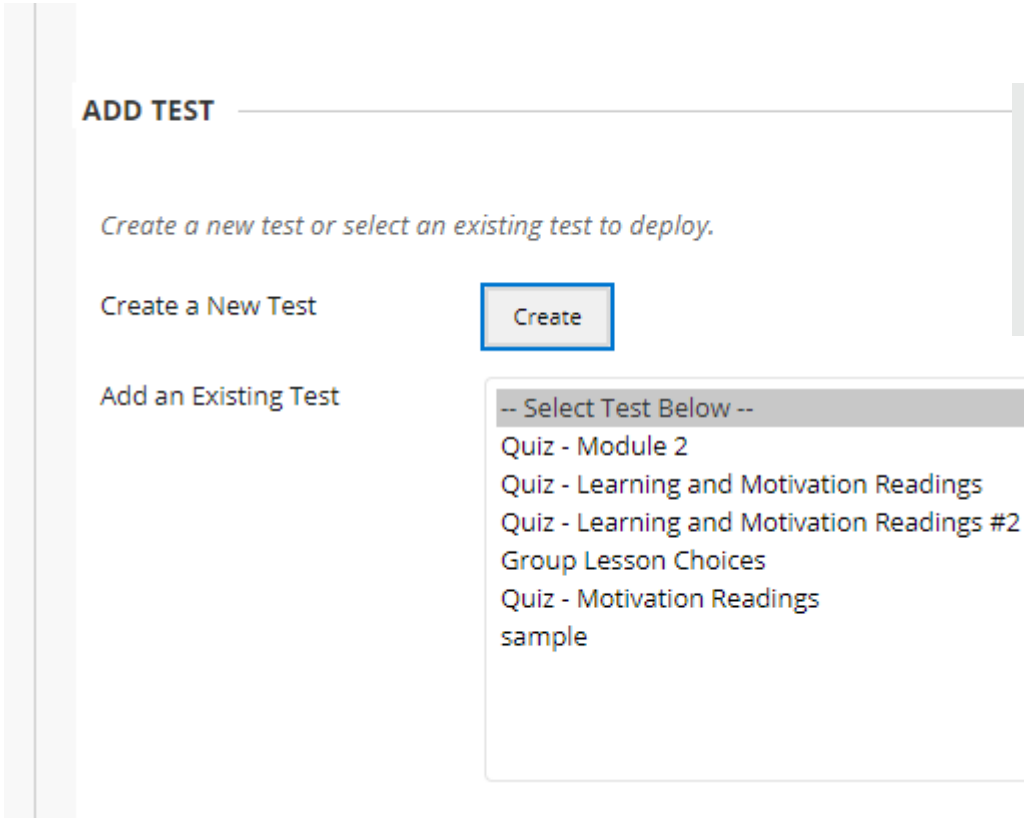
- Student completes online quiz or test
- Many question types can be auto-graded

CREATE THE TEST

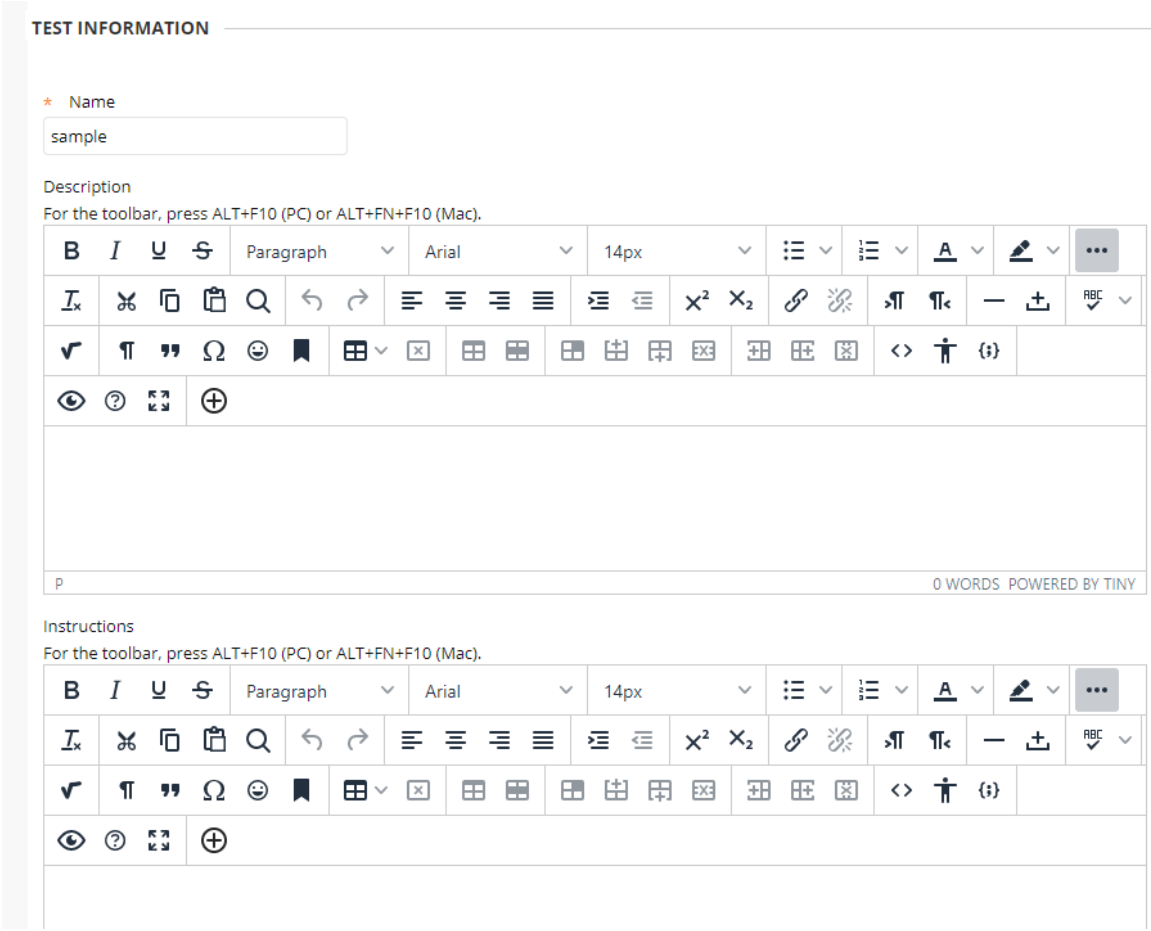
Adding a Test

- From within a content area in Blackboard
- Choose Assessments
- Choose Test





Create a New Test
-or-
Add an Existing Test

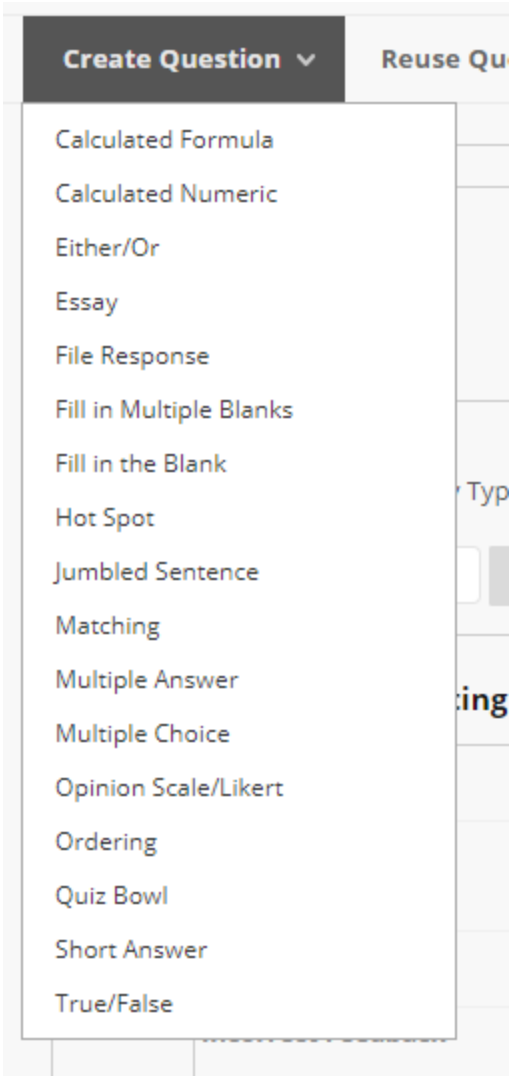


Test Name

Test Description and Instructions

Display when student clicks the Begin button

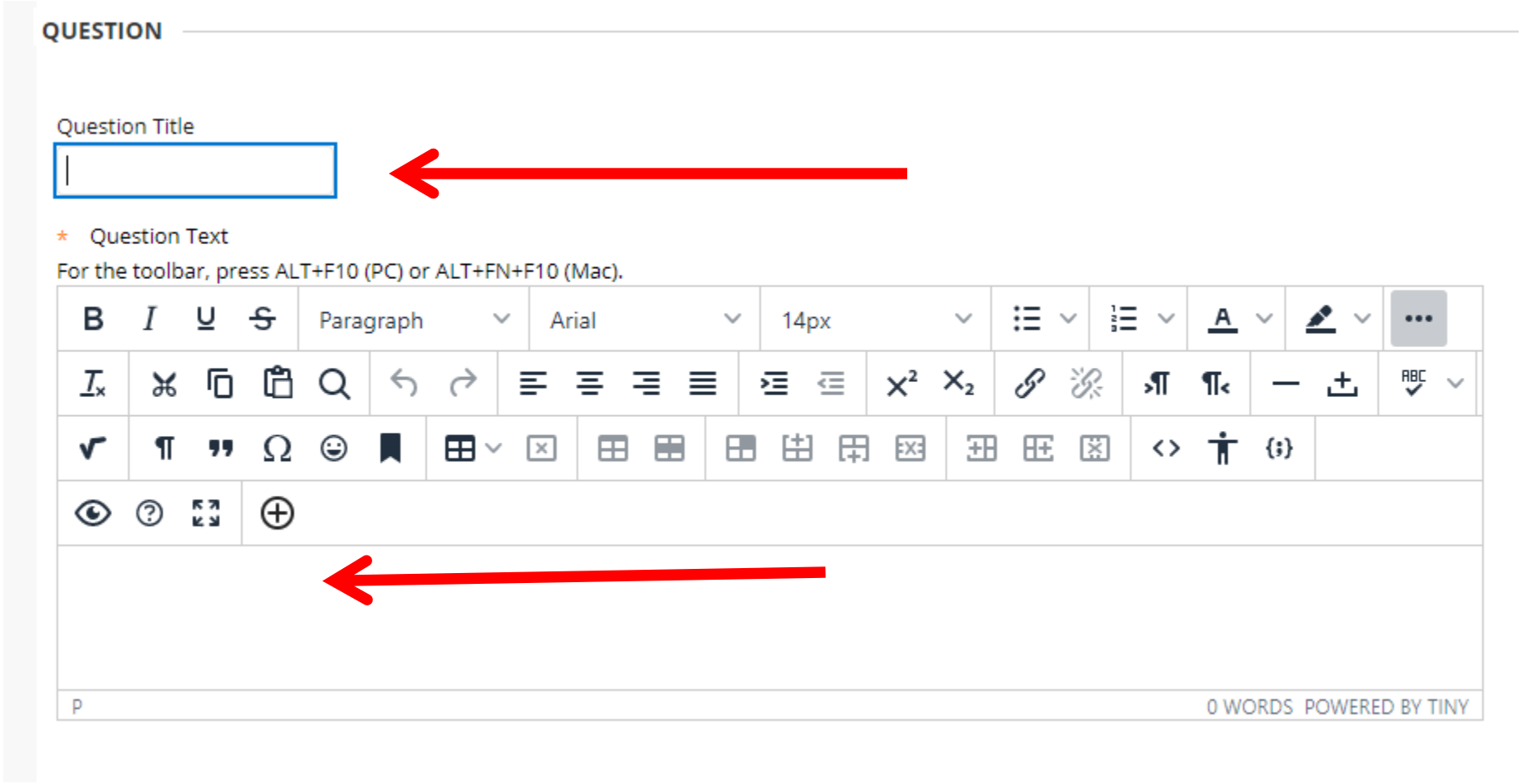
CREATE QUESTIONS



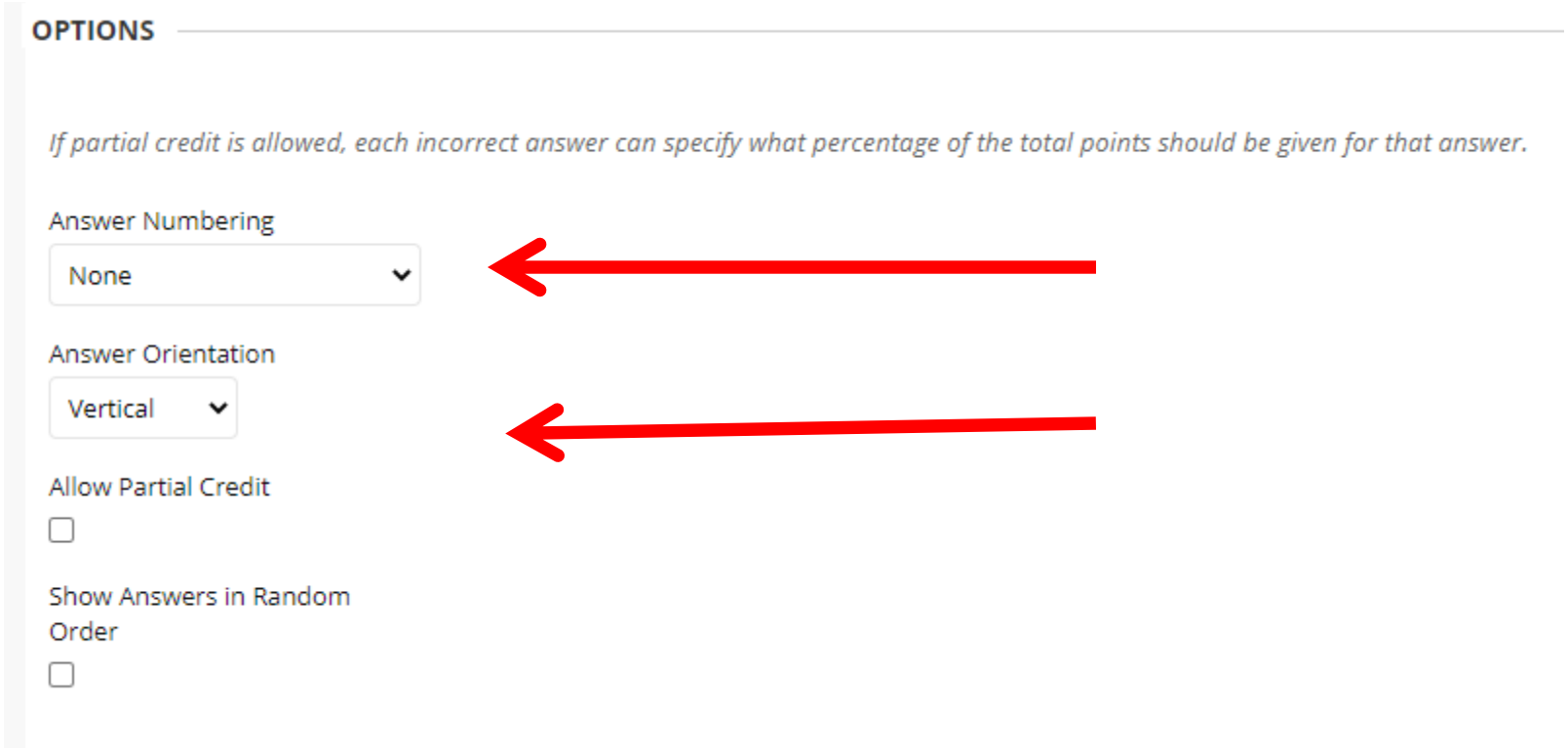
Question Types

- Many of these can be auto-graded

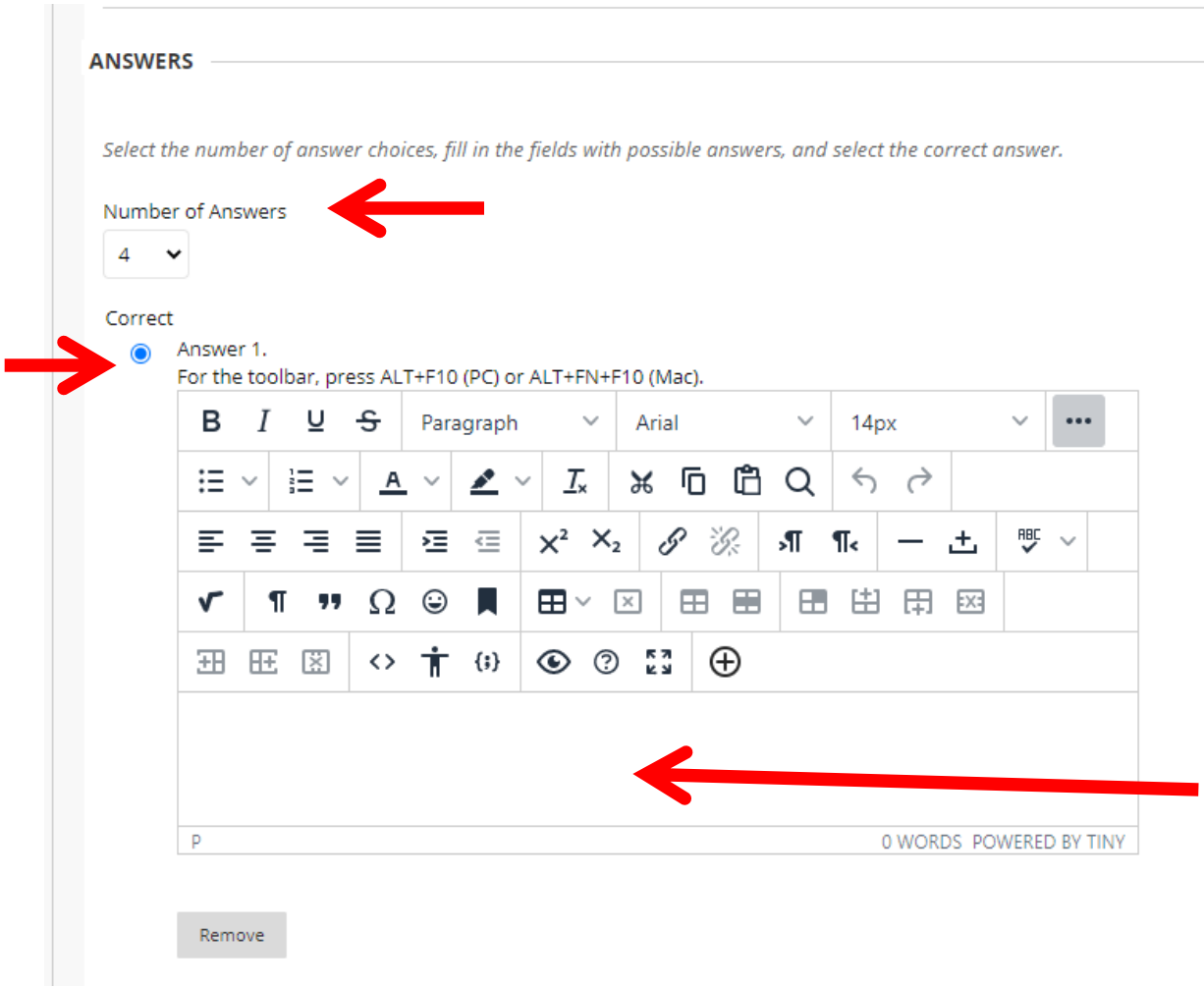
Multiple Choice Question



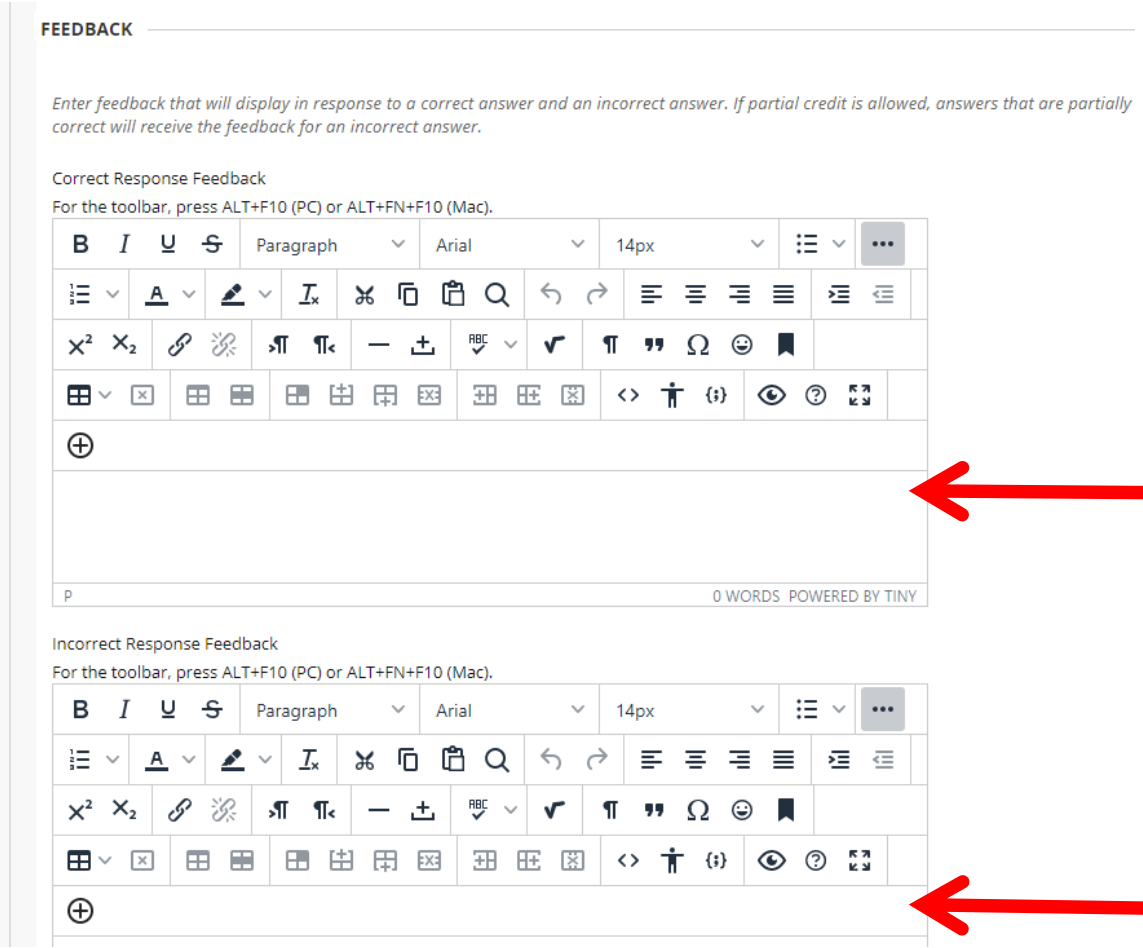
Multiple Choice Options



Answer List


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.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Paragraph
Arial
14px
P
0 WORDS POWERED BY TINY
Remove

Feedback to Learner



Every auto-graded question type will have option of adding feedback

Example Multiple Choice

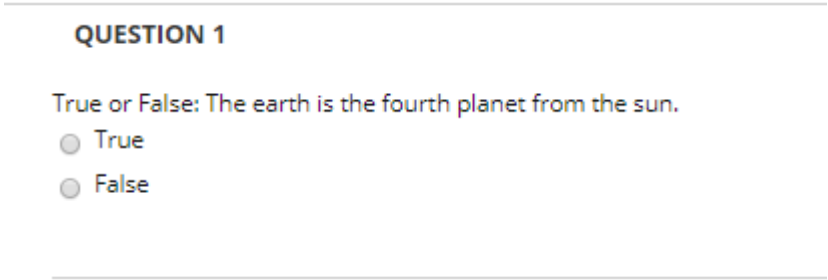
QUESTION 2

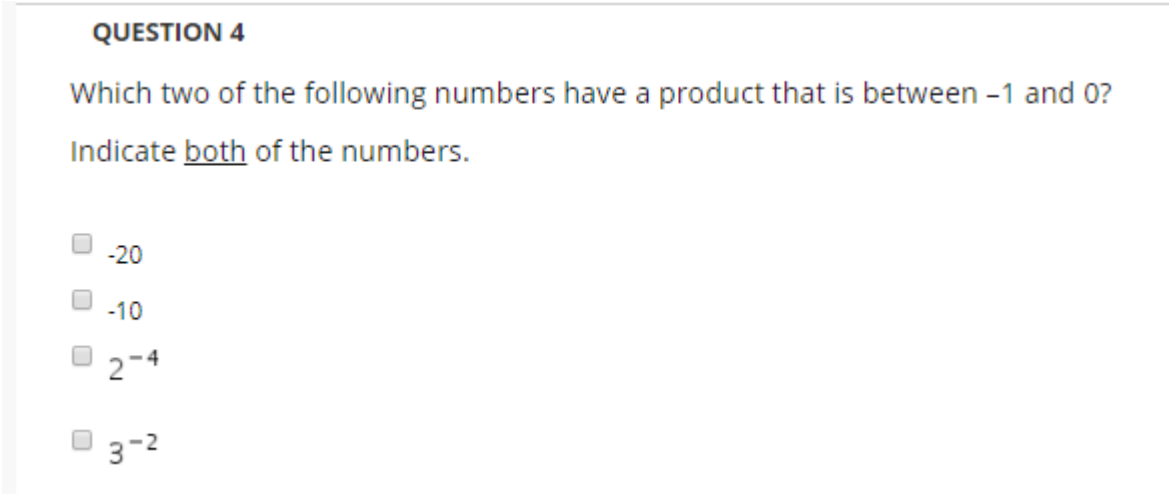
If $5x + 32 = 4 - 2x$, what is the value of x ?

- -4
- -3
- 4
- 7
- 12

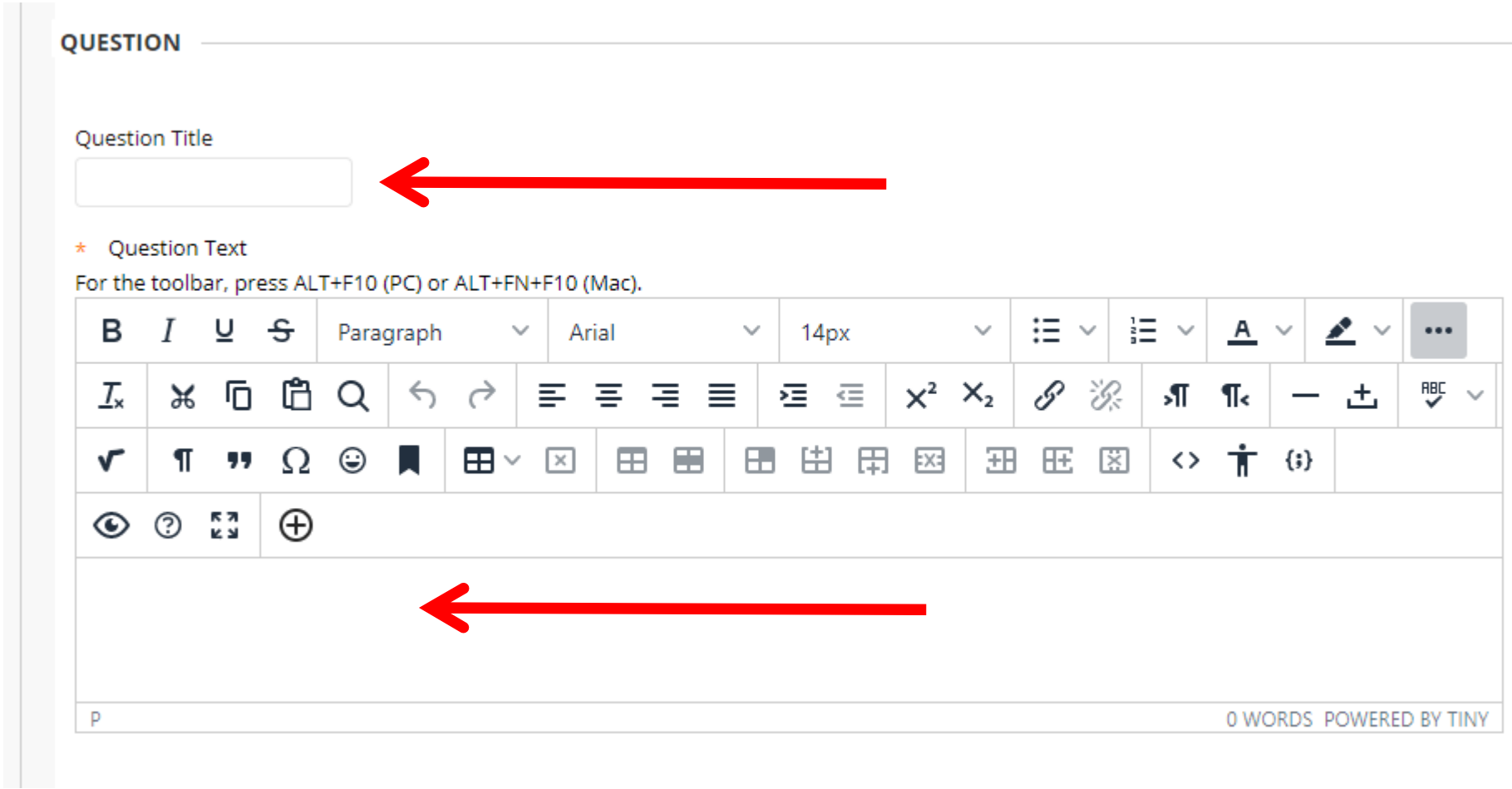
Similar to Multiple Choice

- Multiple Answer
- True False
- Either Or

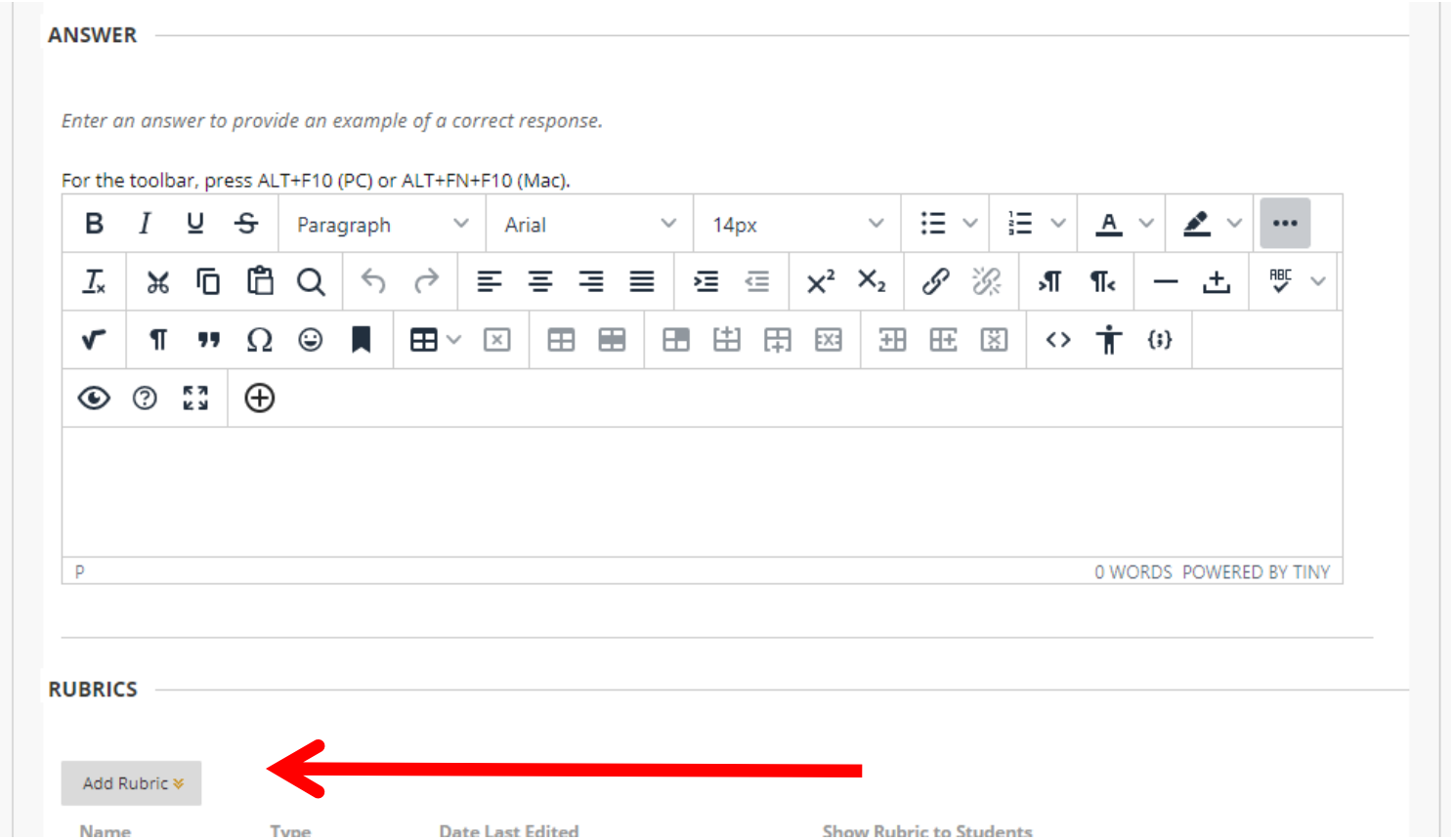




Essay and Short Answer



Sample Answer / Rubric



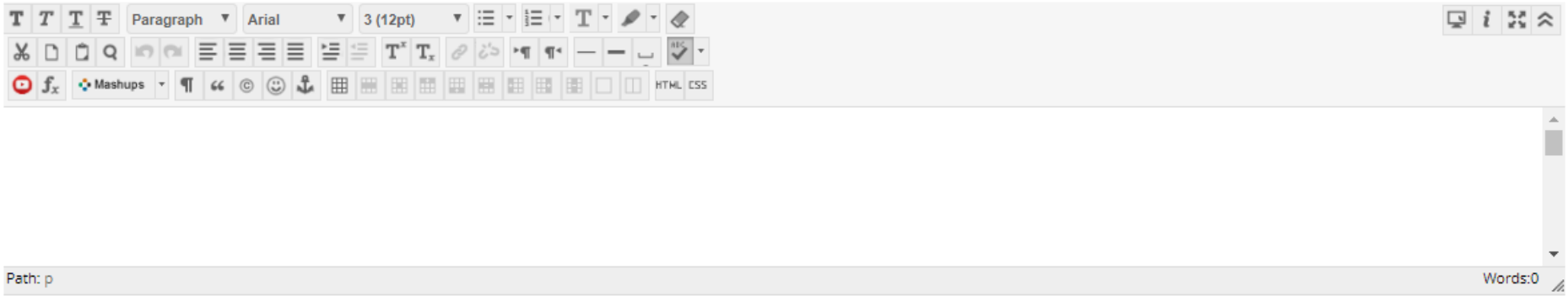
Example Essay

QUESTION 5

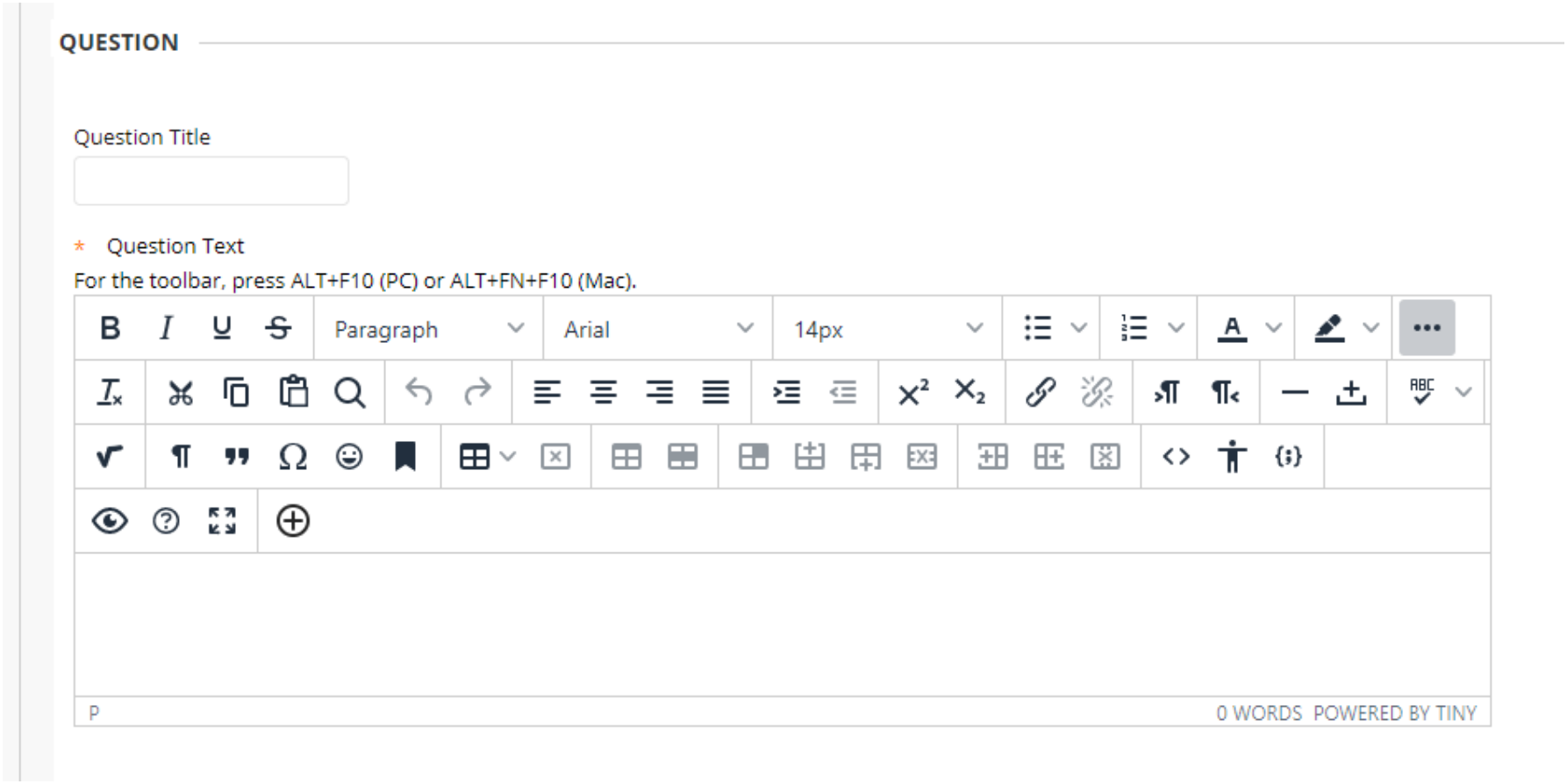
As you read the passage in this file SampleREading.pdf , consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage.
Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.



File Response



Example File Response

QUESTION 6

As you read the passage in this file SampleREading.pdf , consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

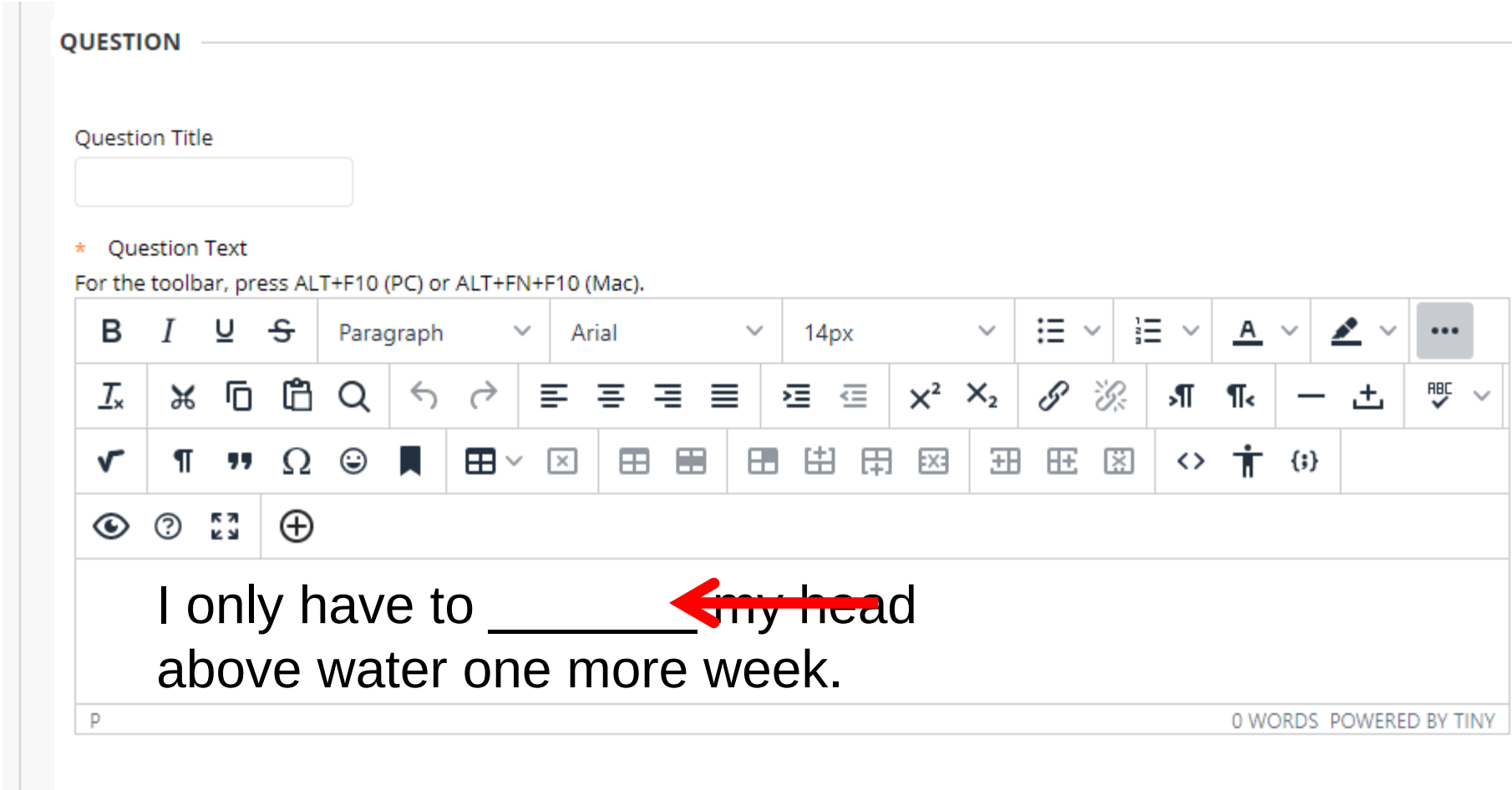
Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage.

Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

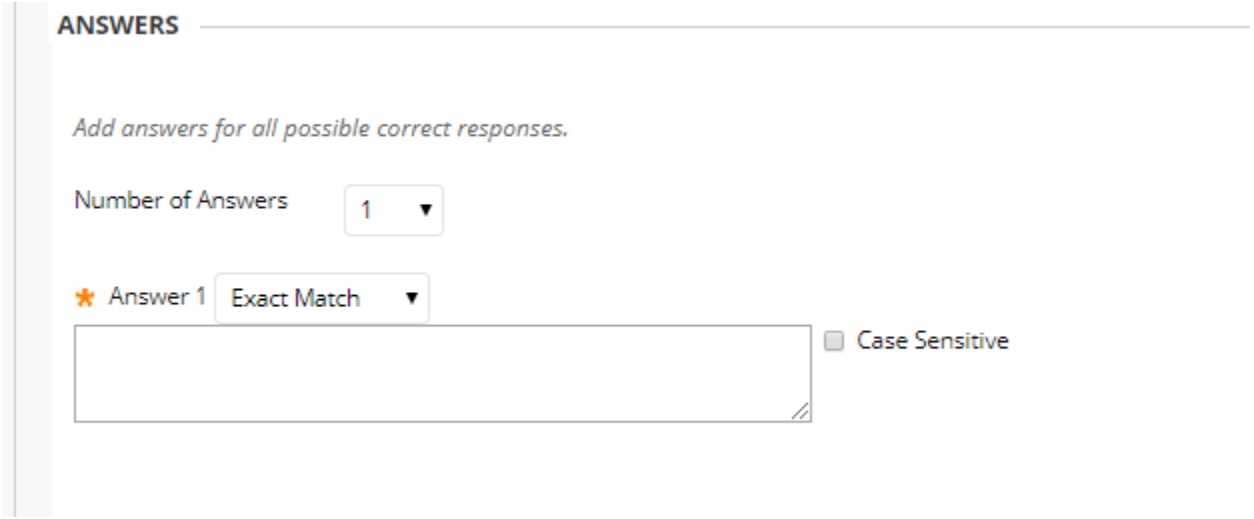
Submit your essay as a Word document.

Attach File Browse My Computer Browse Content Collection

Fill in the Blank



Expected Answer



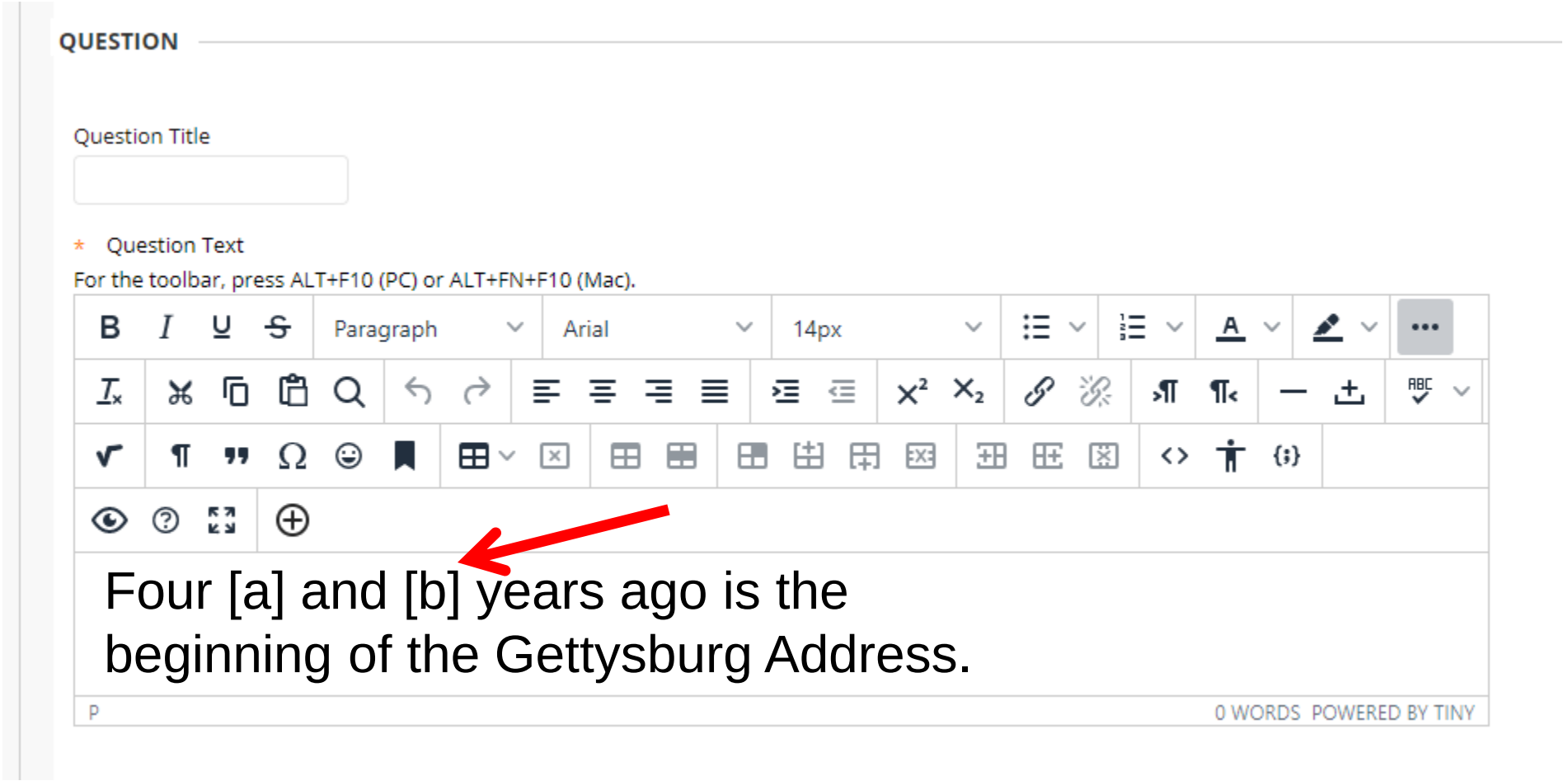
Auto-graded!

Example Fill in the Blank

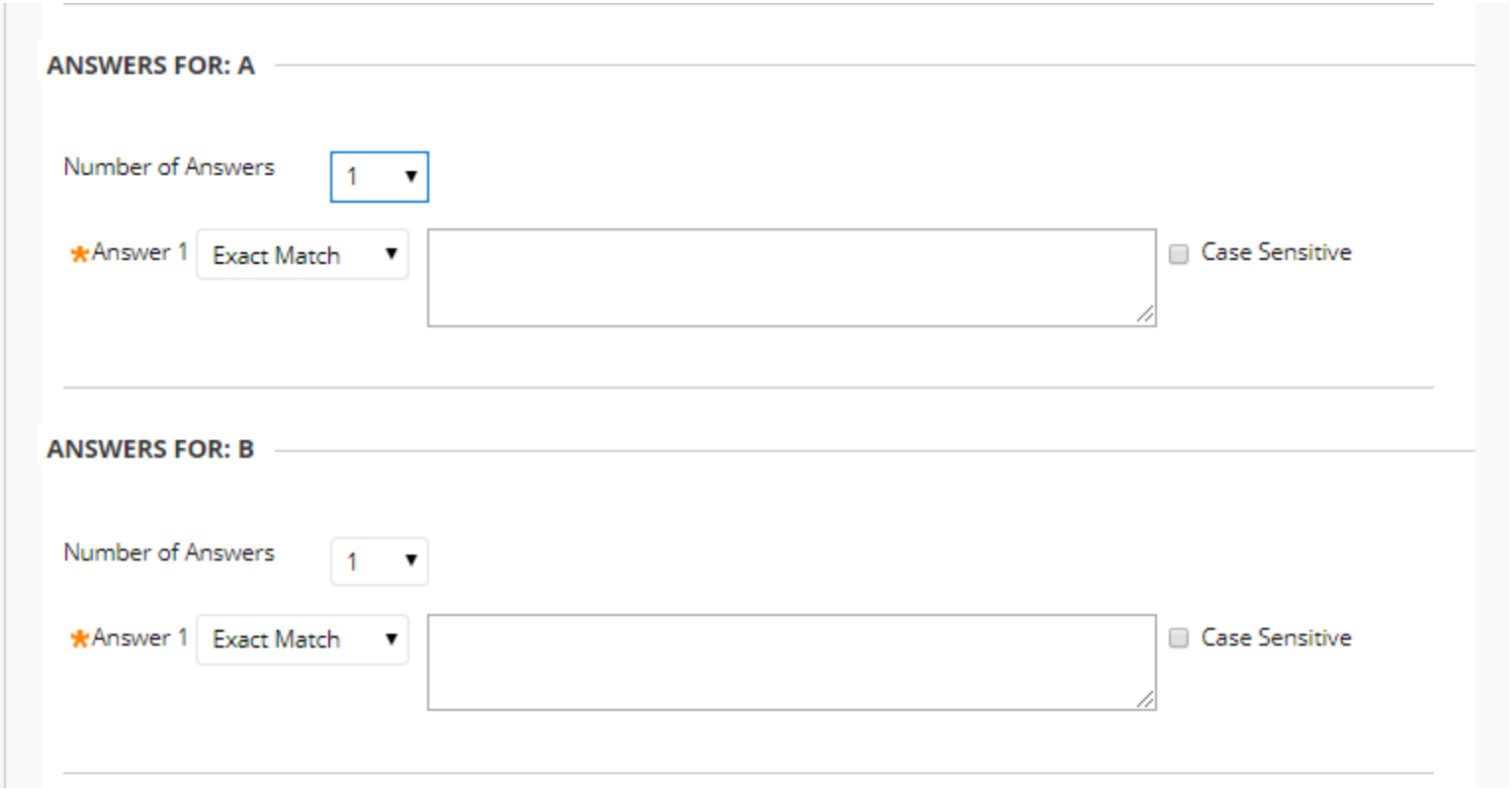
QUESTION 11

I only have to _____ my head above water one more week.

Fill in Multiple Blanks



Expected Answers



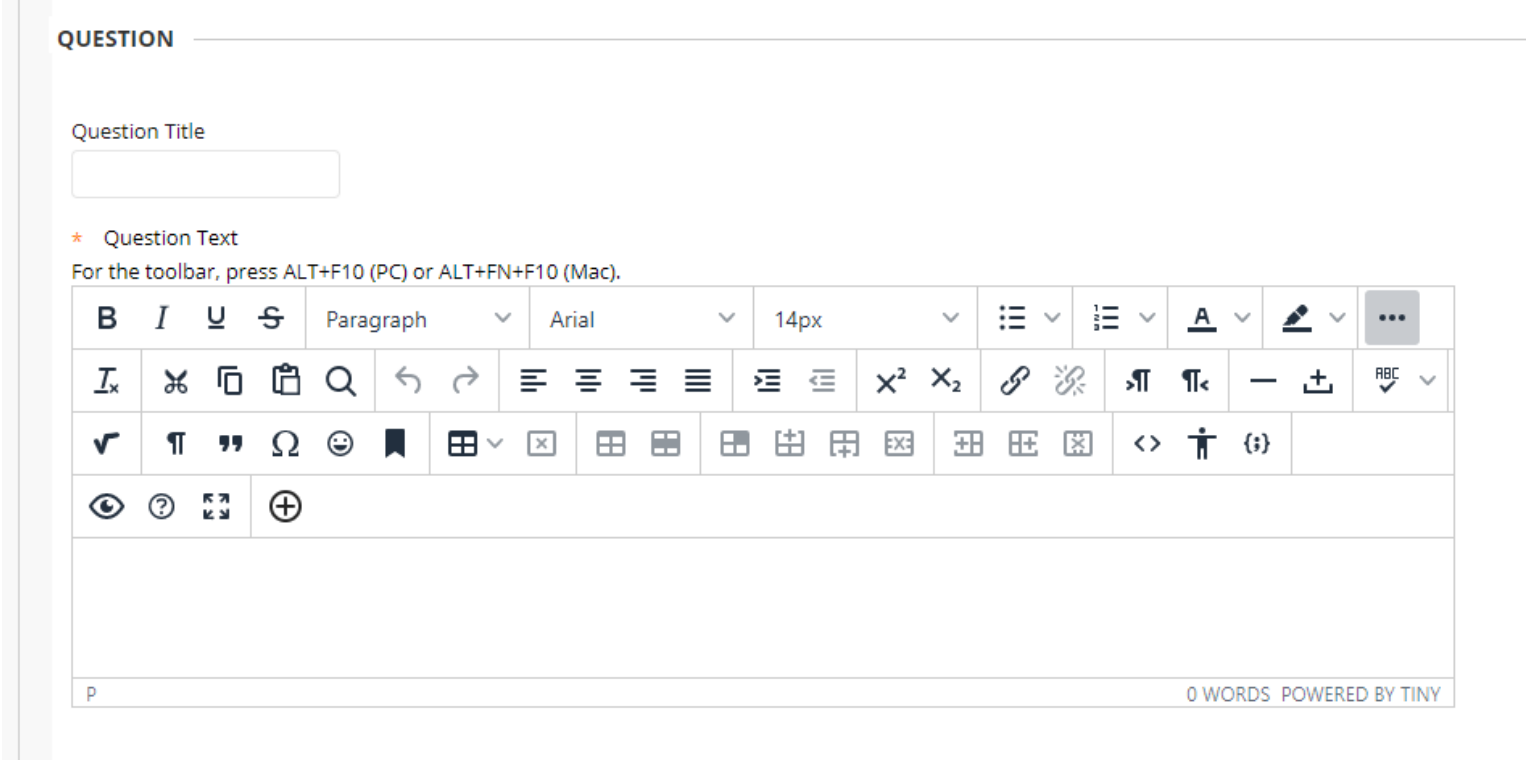
Auto-graded!

Example Multiple Blanks

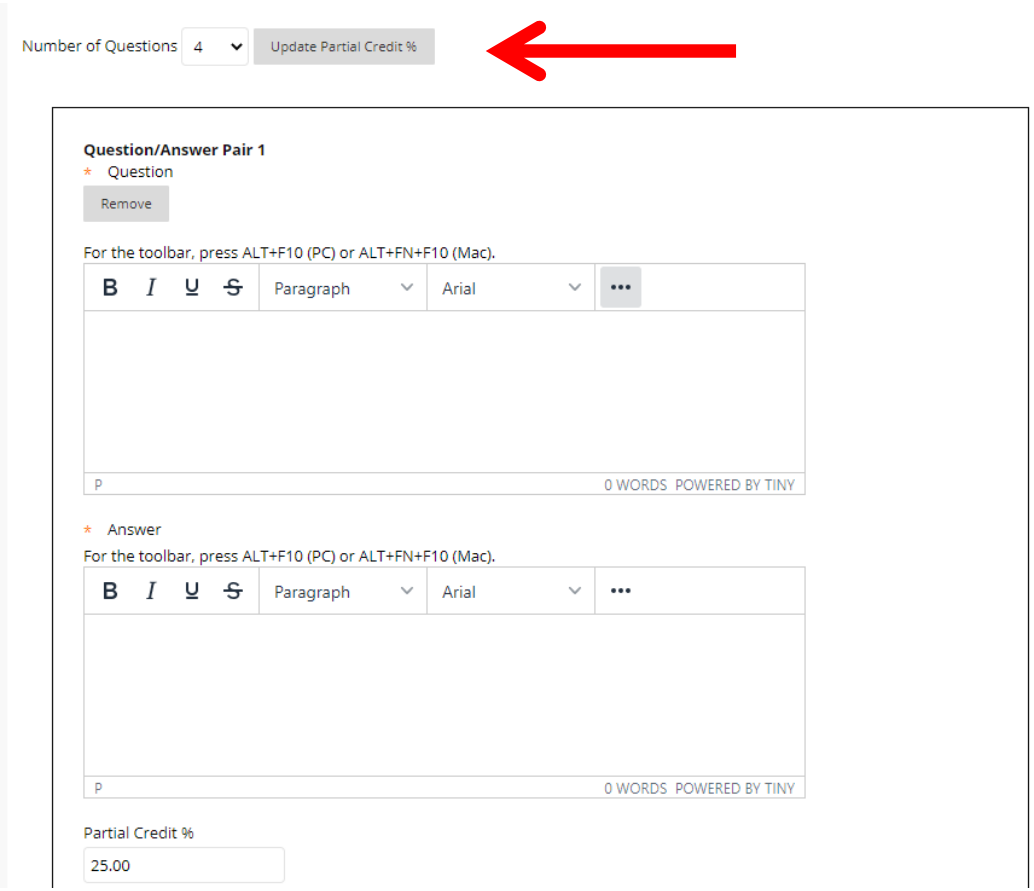
QUESTION 12

Four _____ and _____ years ago is the beginning of the Gettysburg Address.

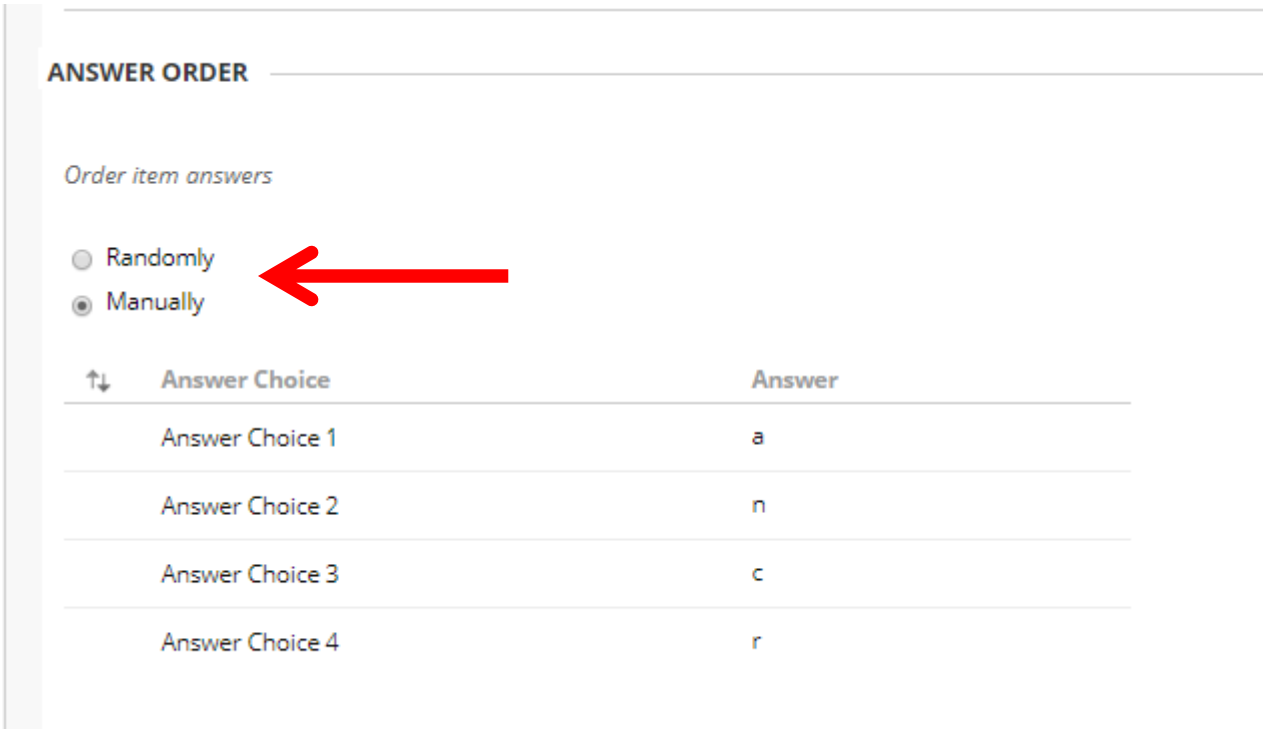
Matching


QUESTION
Question Title
* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Paragraph
Arial
14px
P
0 WORDS POWERED BY TINY

Provide Pairs



Ordering of Answers



Auto-graded!

Example Matching

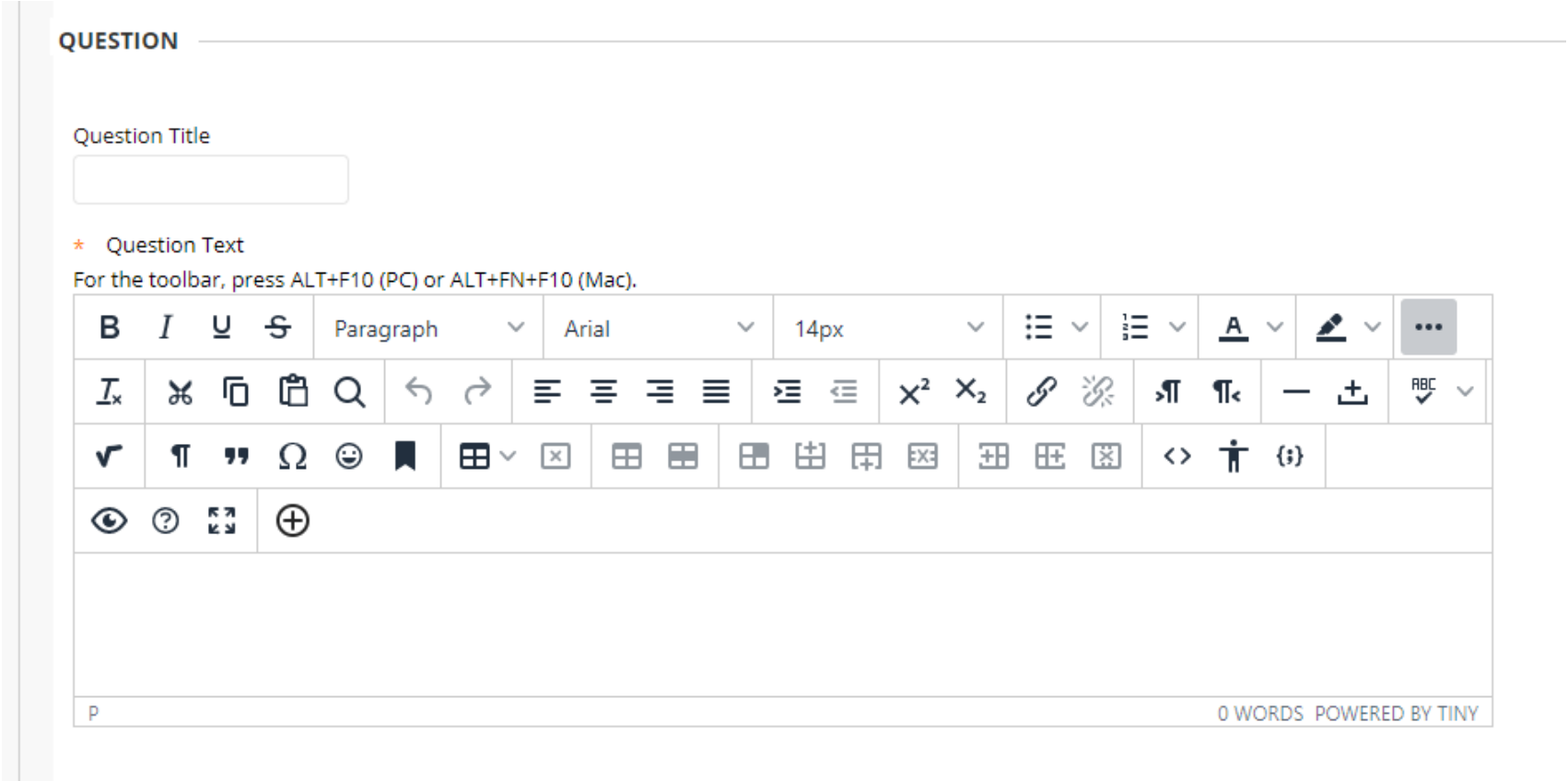
QUESTION 10

Match the state to its capital

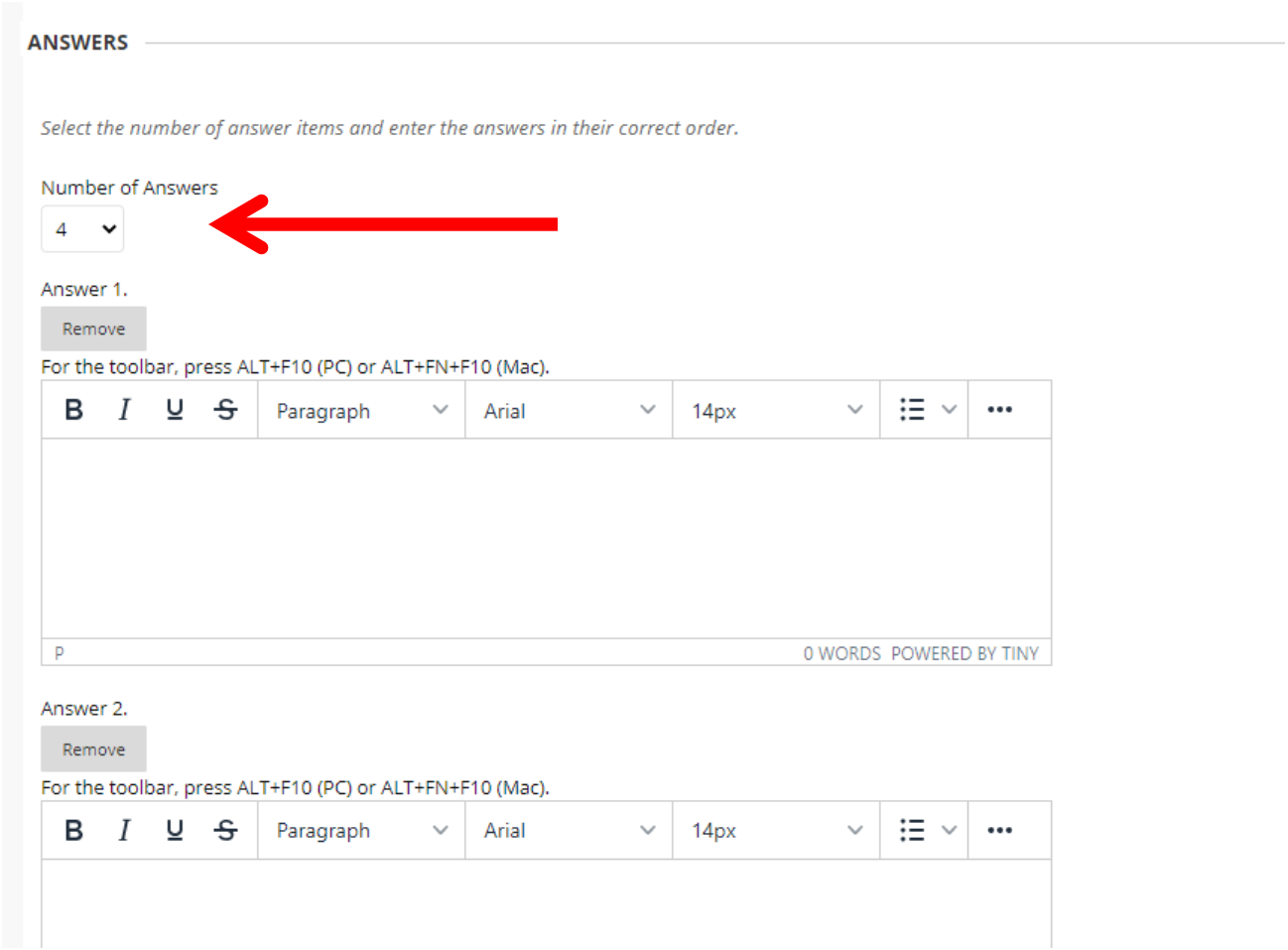
- \- ▼ California
- \- ▼ Idaho
- \- ▼ Nevada
- \- ▼ New York

A. Sacramento
B. Albany
C. Carson City
D. Boise

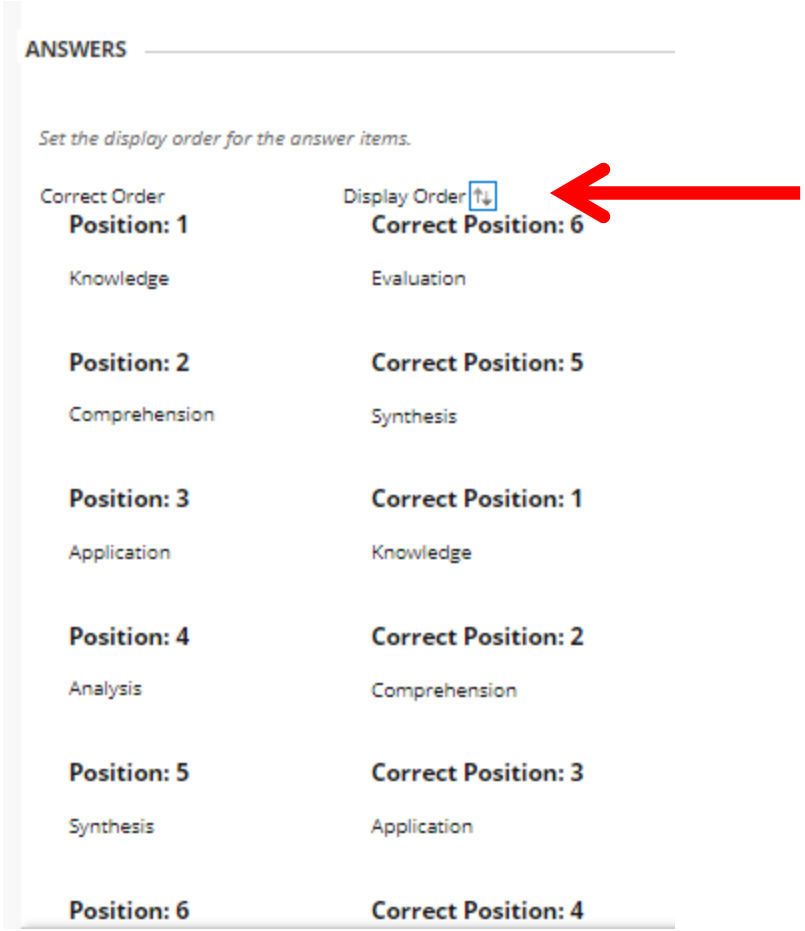
Ordering Questions



List of Items



Arrange Answer List



Auto-graded!

Example Ordering

QUESTION 17

Place the levels of Blooms taxonomy in order

- ▼ Evaluation
- ▼ Synthesis
- ▼ Knowledge
- ▼ Comprehension
- ▼ Application
- ▼ Analysis

Jumbled Answer

QUESTION

Question Title

* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

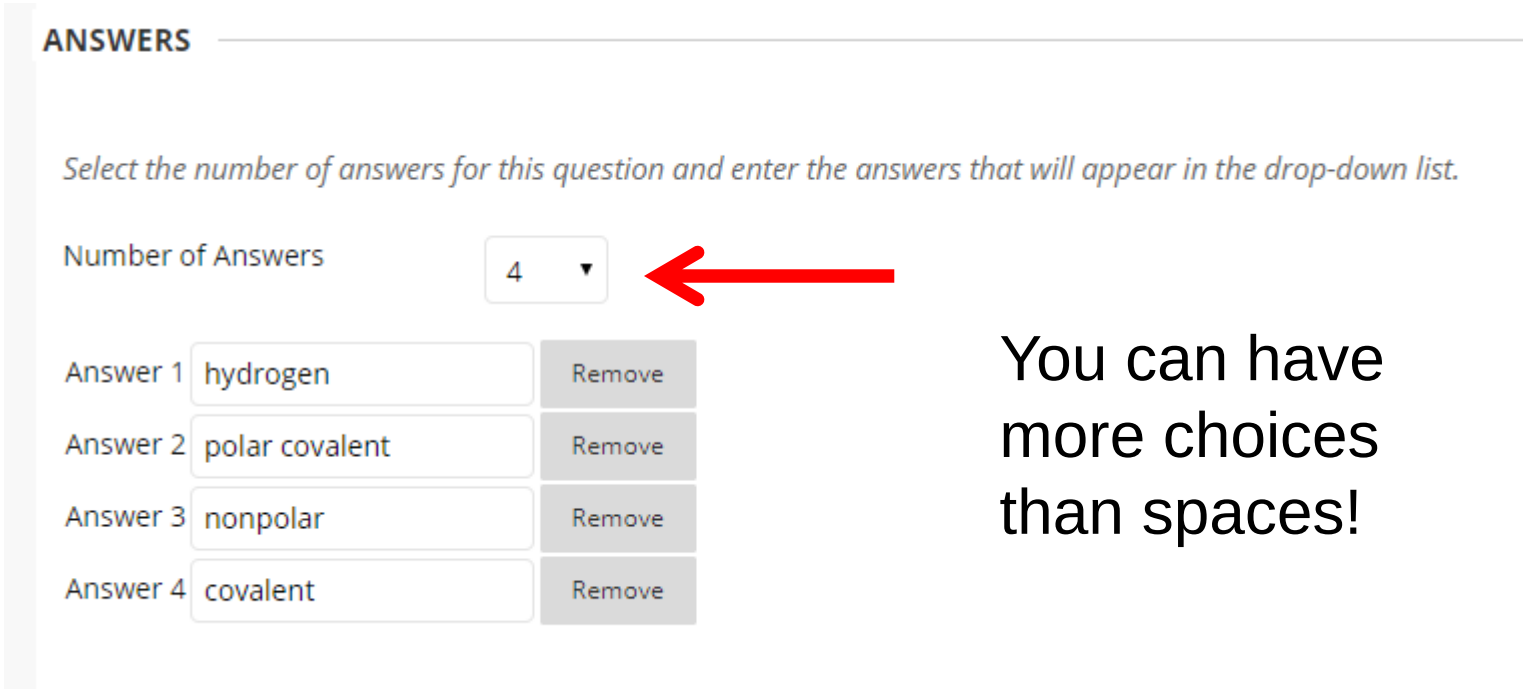
Paragraph | Arial | 14px

Single water molecules are held together by [a] bonds and multiple water molecules are held together by [b] bonds. The kind of bond where atoms are sharing electrons , but not sharing theme equally is [c].

p

0 WORDS POWERED BY TINY

Possible Choices



You can have more choices than spaces!

Correct Answers

CORRECT ANSWERS

Specify the correct answers by selecting them in each drop-down list. Provide feedback for correct and incorrect answers.

Single water molecules are held together by [polar covalent ▾] bonds and multiple water molecules are held together by [hydrogen ▾] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is [covalent ▾].

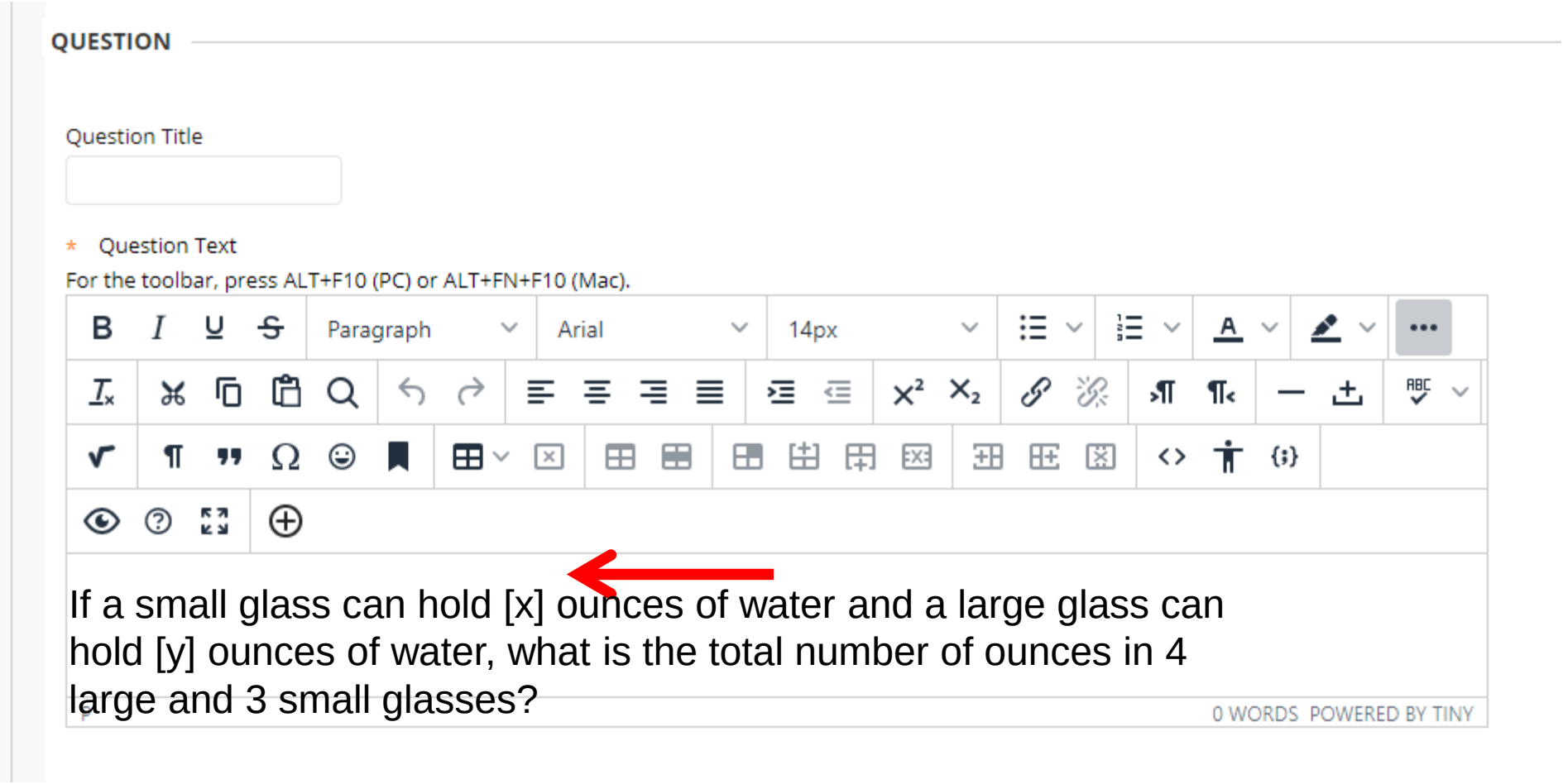
Auto-graded!

Example Jumbled Sentence

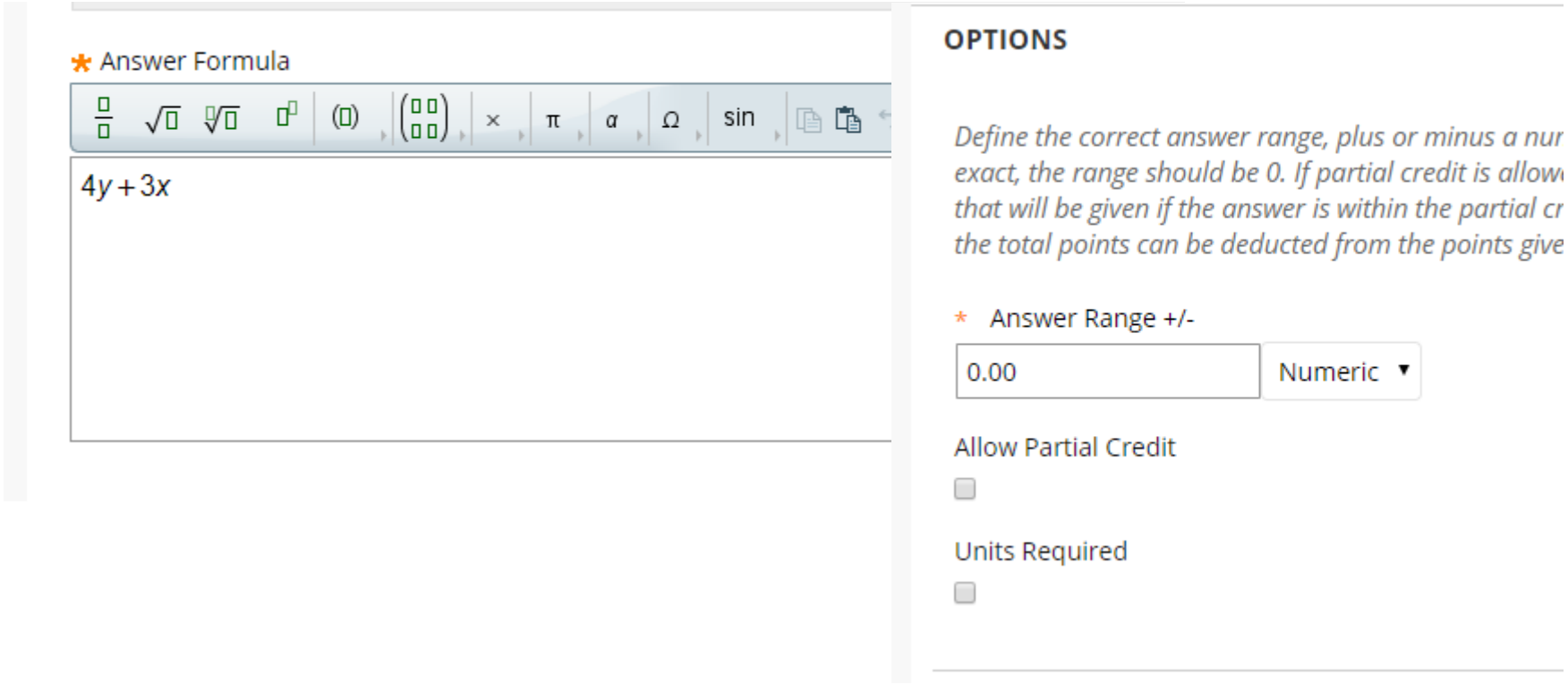
QUESTION 13

Single water molecules are held together by [▾] bonds and multiple water molecules are held together by [▾] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is [▾].

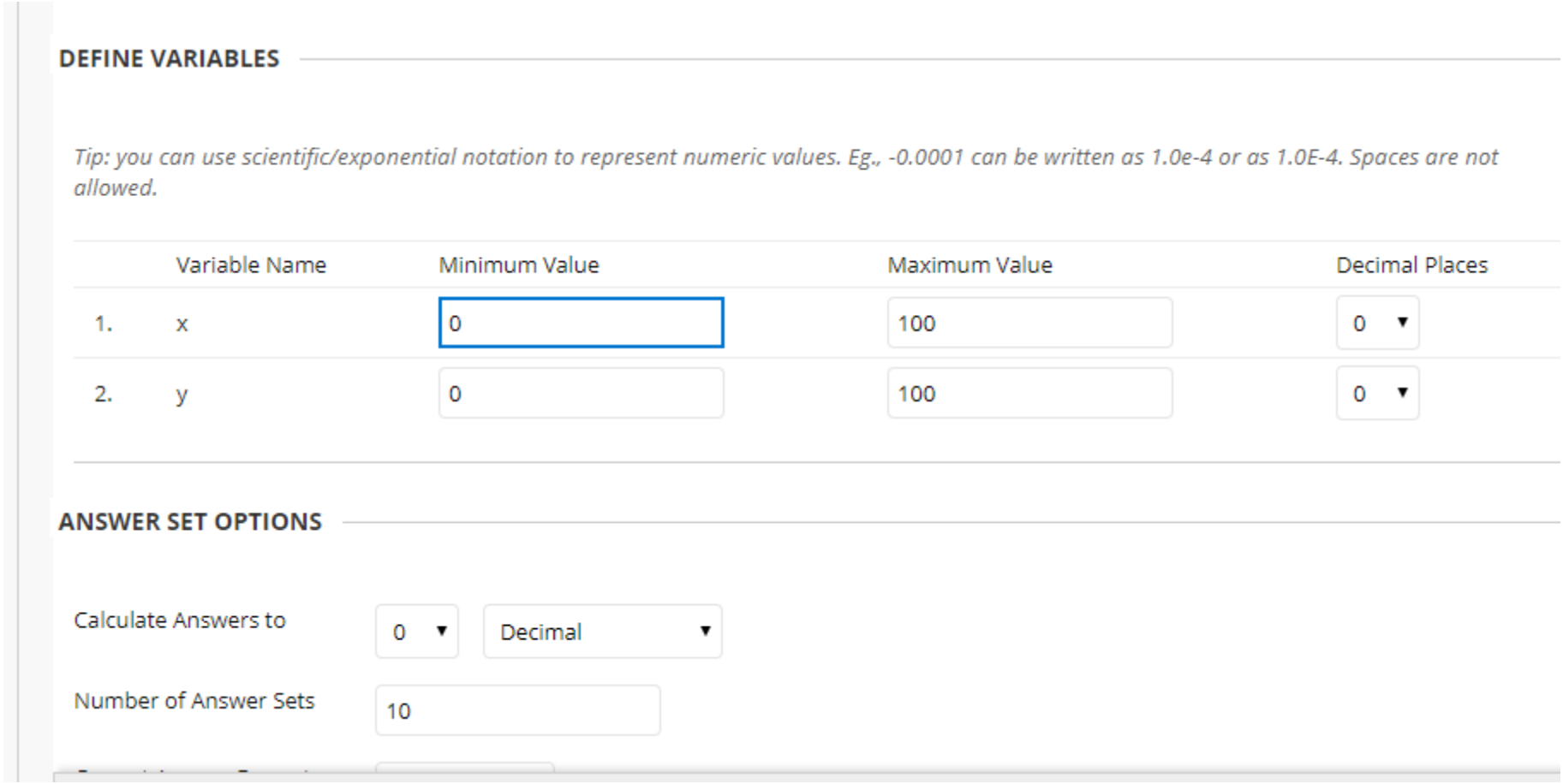
Calculated Formula



Formula


* Answer Formula
sin
4y + 3x
OPTIONS
Define the correct answer range, plus or minus a nur
exact, the range should be 0. If partial credit is allow
that will be given if the answer is within the partial cr
the total points can be deducted from the points give
* Answer Range +/-
0.00
Numeric
Allow Partial Credit
Units Required

Variables


DEFINE VARIABLES
Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.
Variable Name
Minimum Value
Maximum Value
Decimal Places
1. x 0 100 0
2. y 0 100 0
ANSWER SET OPTIONS
Calculate Answers to 0 Decimal
Number of Answer Sets 10

Answer Sets to Review

EDIT ANSWER SETS

Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.

	x	y	Calculated Answer (0 Decimal places)	
1.	95	80	605	Remove
2.	41	51	327	Remove
3.	14	95	422	Remove
4.	36	50	308	Remove
5.	91	4	289	Remove
6.	79	82	565	Remove

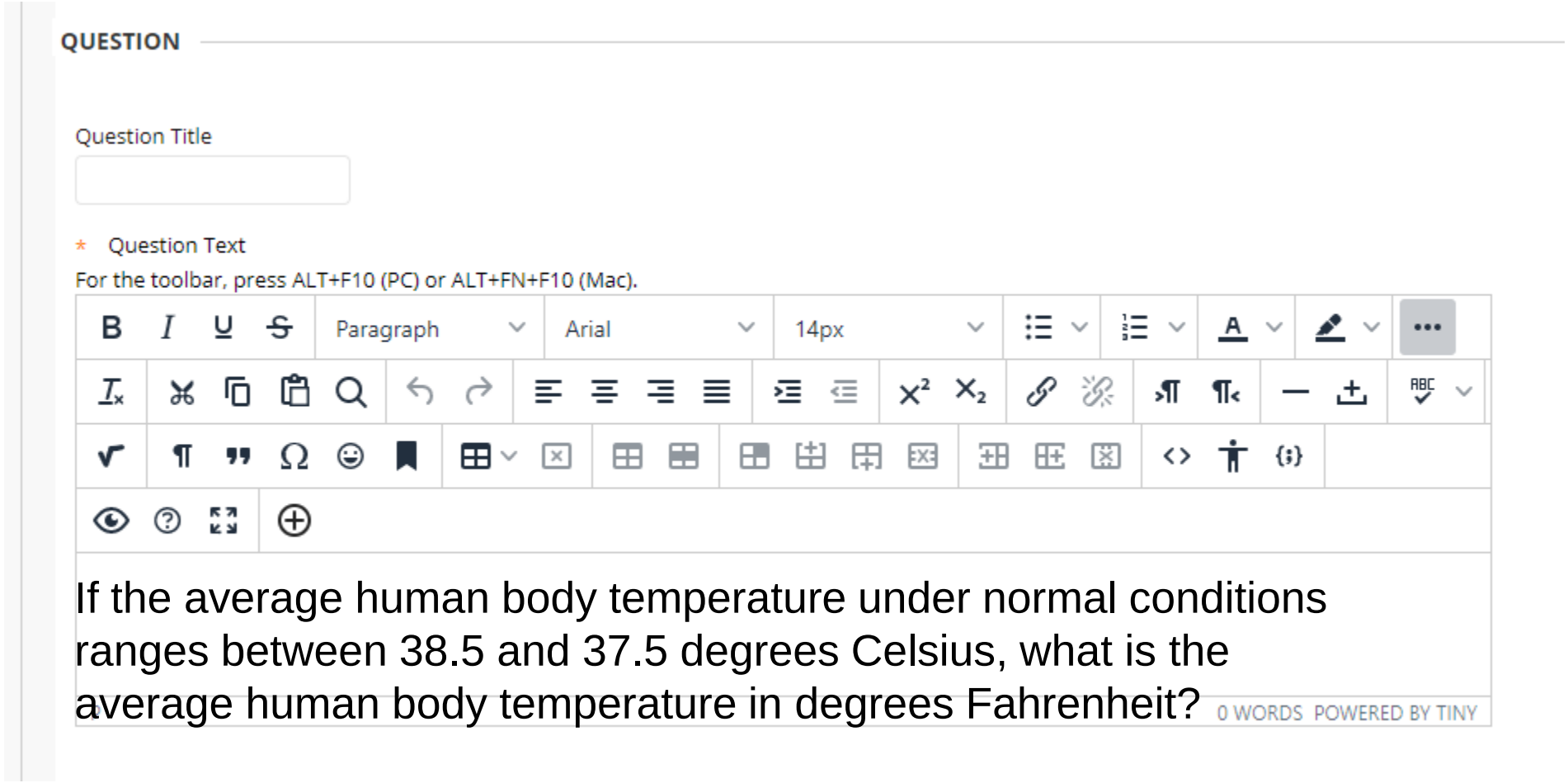
Auto-graded!

Example Calculated

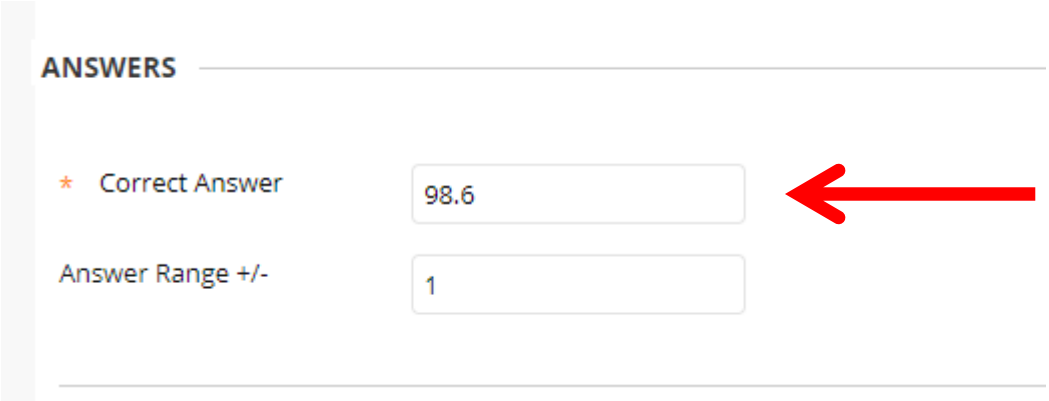
QUESTION 18

If a small glass can hold 70 ounces of water, and a large glass can hold 45 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?

Calculated Numeric



Correct Answer



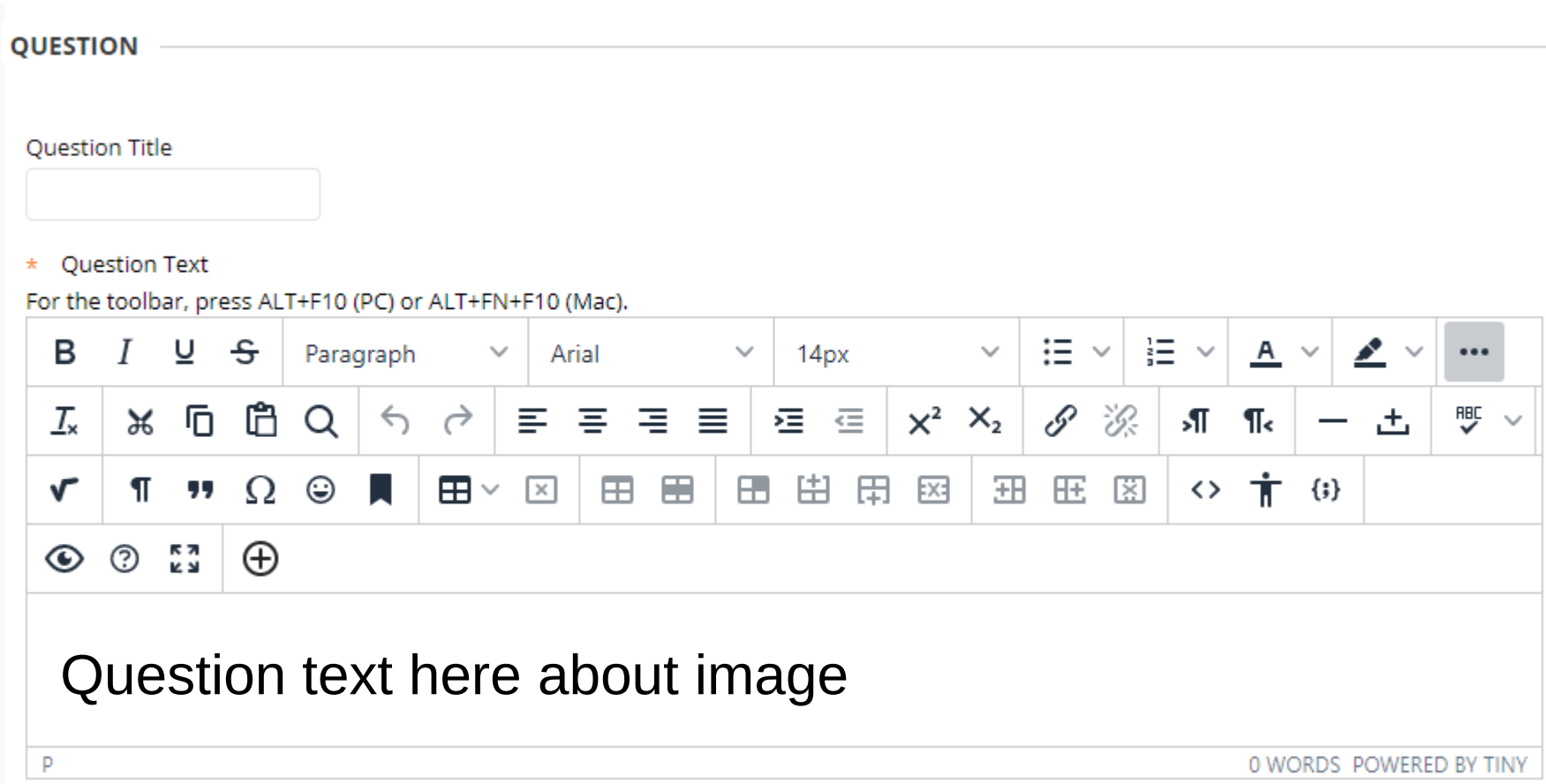
Auto-graded!

Example Numeric

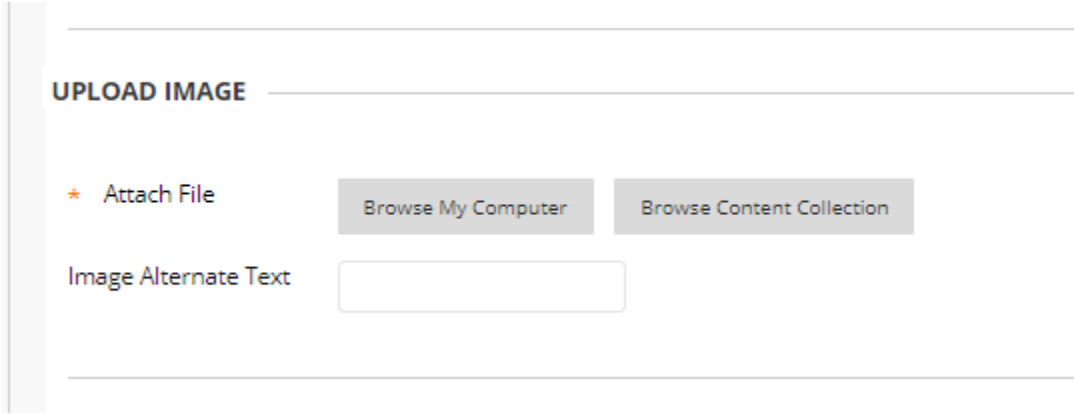
QUESTION 19

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?

Hot Spot

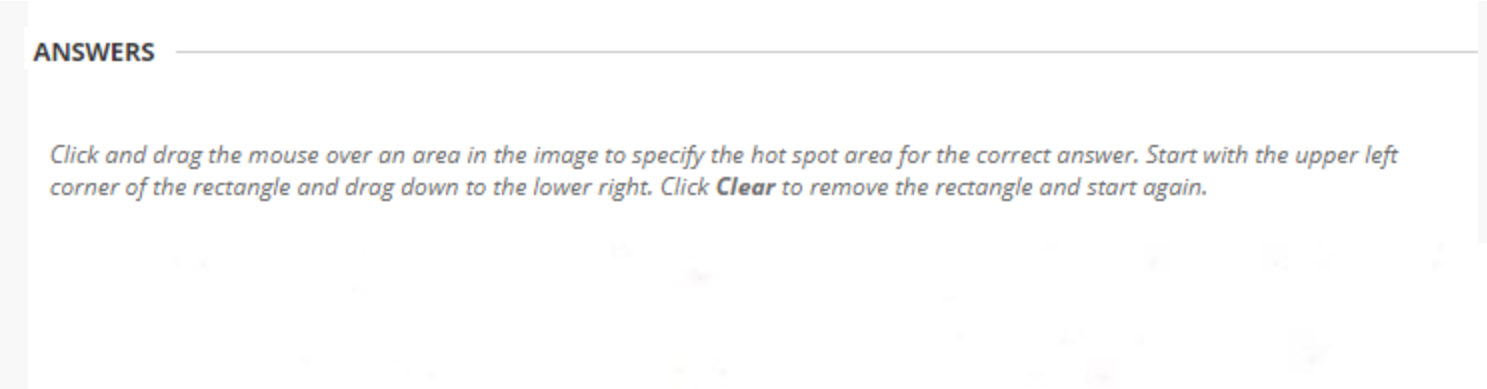

QUESTION
Question Title
* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Paragraph
Arial
14px
Question text here about image
P
0 WORDS POWERED BY TINY

Upload Image



Make sure image is correct resolution so that it will appear in the test nicely!

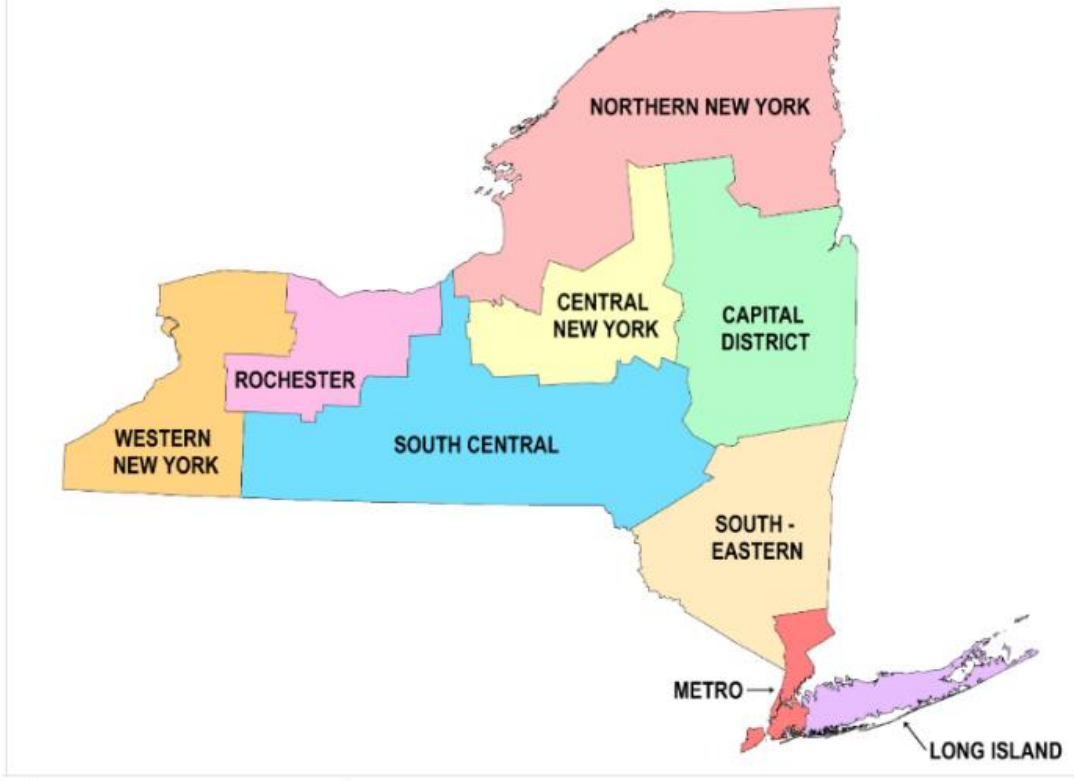
Select Correct Area of Image



Drag mouse over image area that is correct!

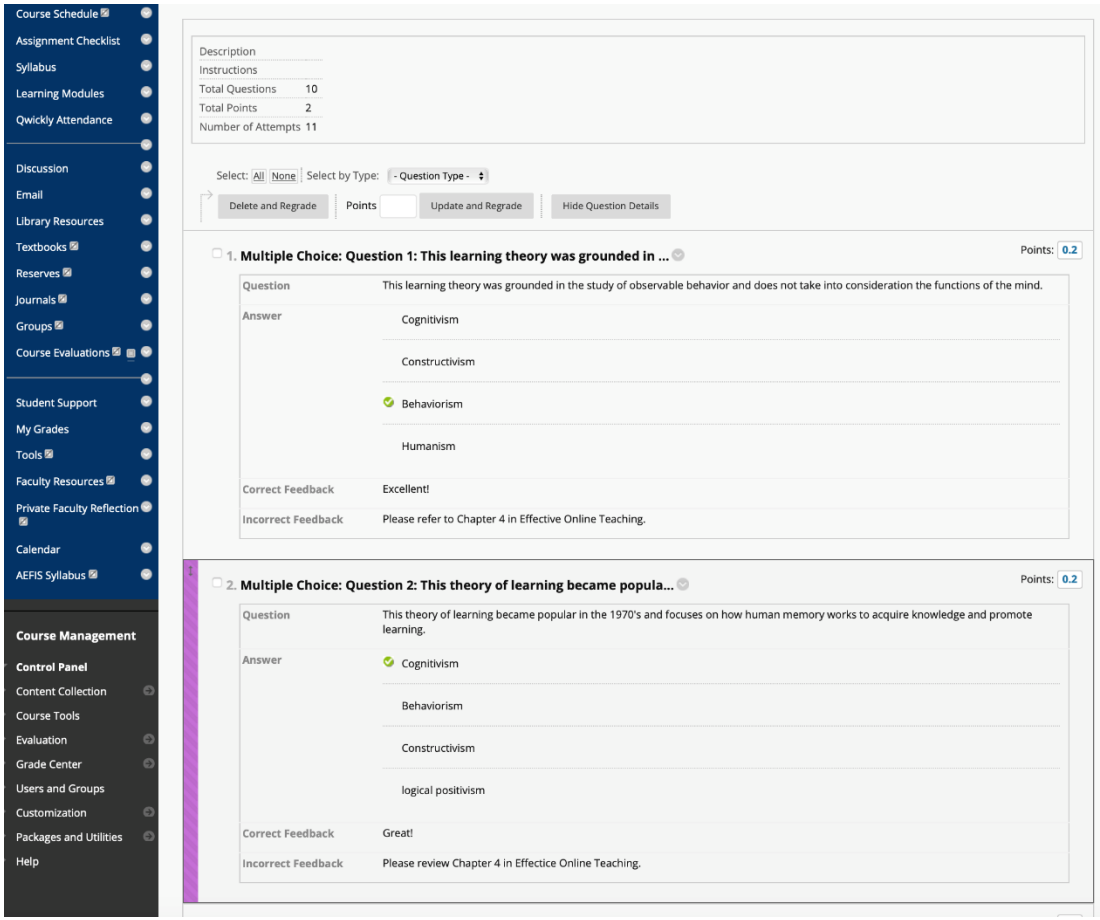
Example Hot Spot

Where is Buffalo on this map?

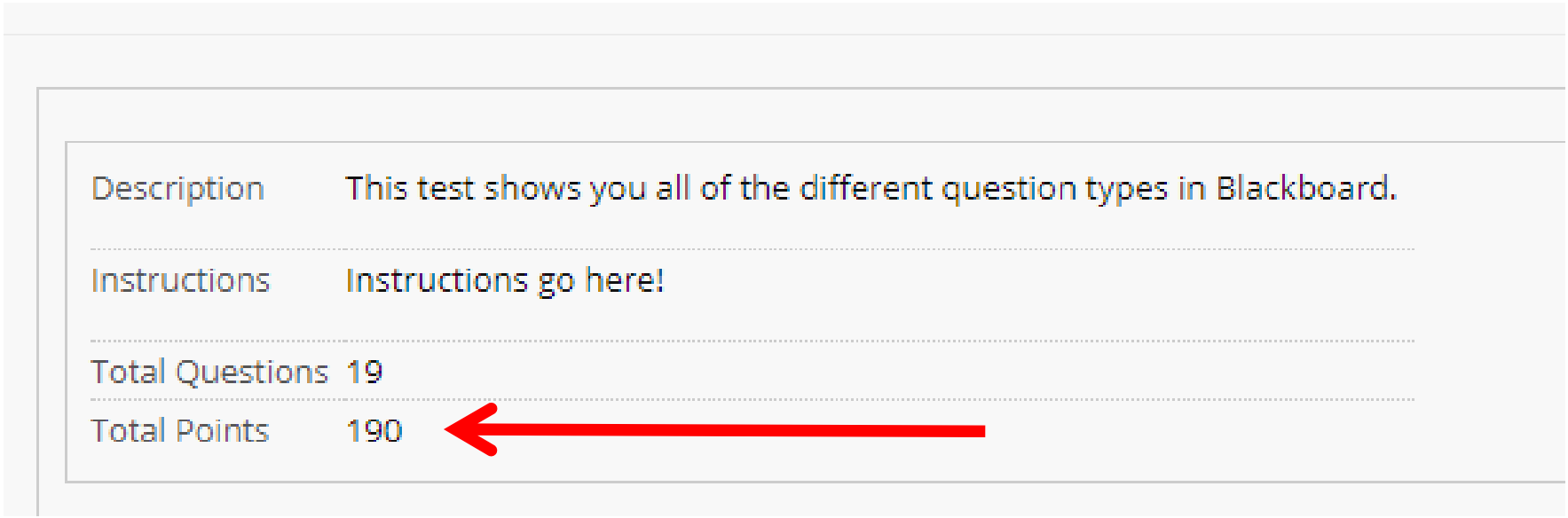


REVIEW THE TEST

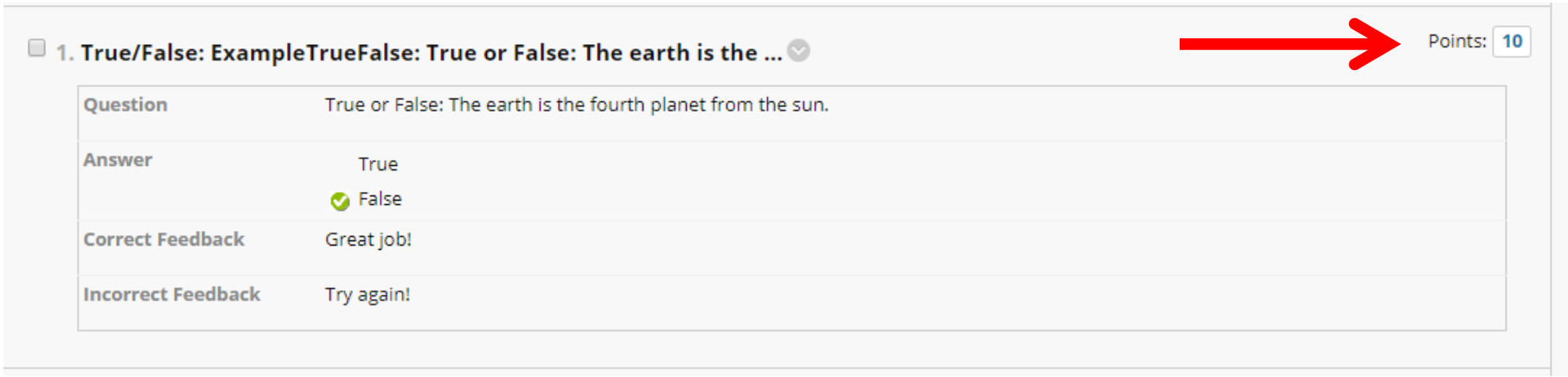
Test Canvas


Course Schedule
Assignment Checklist
Syllabus
Learning Modules
Qwickly Attendance
Discussion
Email
Library Resources
Textbooks
Reserves
Journals
Groups
Course Evaluations
Student Support
My Grades
Tools
Faculty Resources
Private Faculty Reflection
Calendar
AEFIS Syllabus
Course Management
Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help
Description
Instructions
Total Questions 10
Total Points 2
Number of Attempts 11
Select: All None Select by Type: - Question Type -
Delete and Regrade
Points
Update and Regrade
Hide Question Details
1. Multiple Choice: Question 1: This learning theory was grounded in ...
Points: 0.2
Question
This learning theory was grounded in the study of observable behavior and does not take into consideration the functions of the mind.
Answer
Cognitivism
Constructivism
Behaviorism
Humanism
Correct Feedback
Excellent!
Incorrect Feedback
Please refer to Chapter 4 in Effective Online Teaching.
2. Multiple Choice: Question 2: This theory of learning became popula...
Points: 0.2
Question
This theory of learning became popular in the 1970's and focuses on how human memory works to acquire knowledge and promote learning.
Answer
Cognitivism
Behaviorism
Constructivism
logical positivism
Correct Feedback
Great!
Incorrect Feedback
Please review Chapter 4 in Effectice Online Teaching.

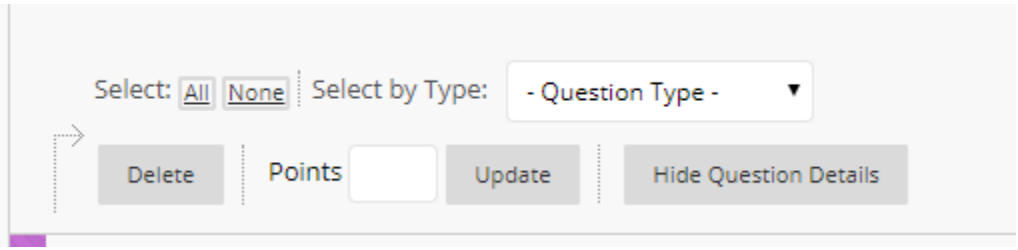
Test Information



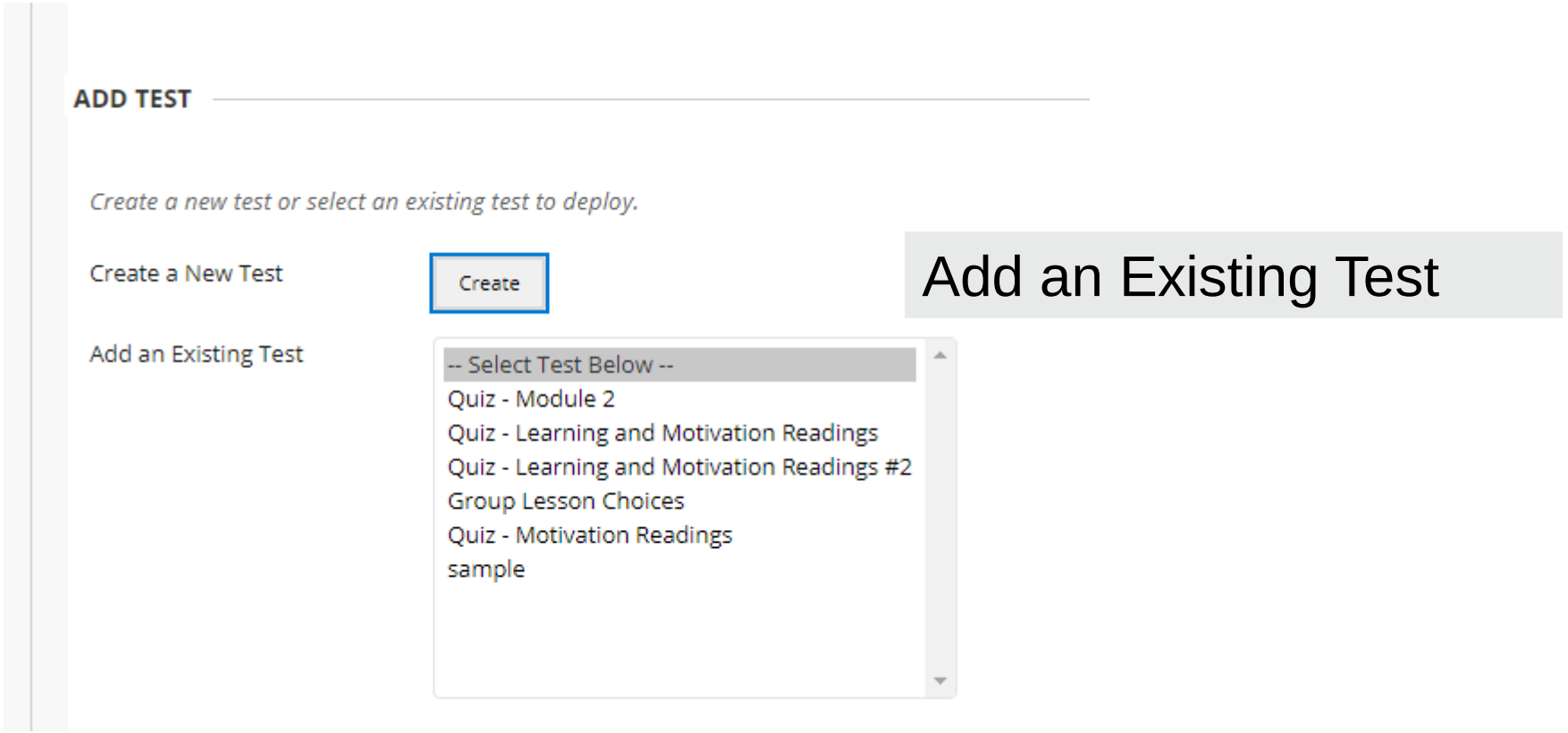
Question Information
Points



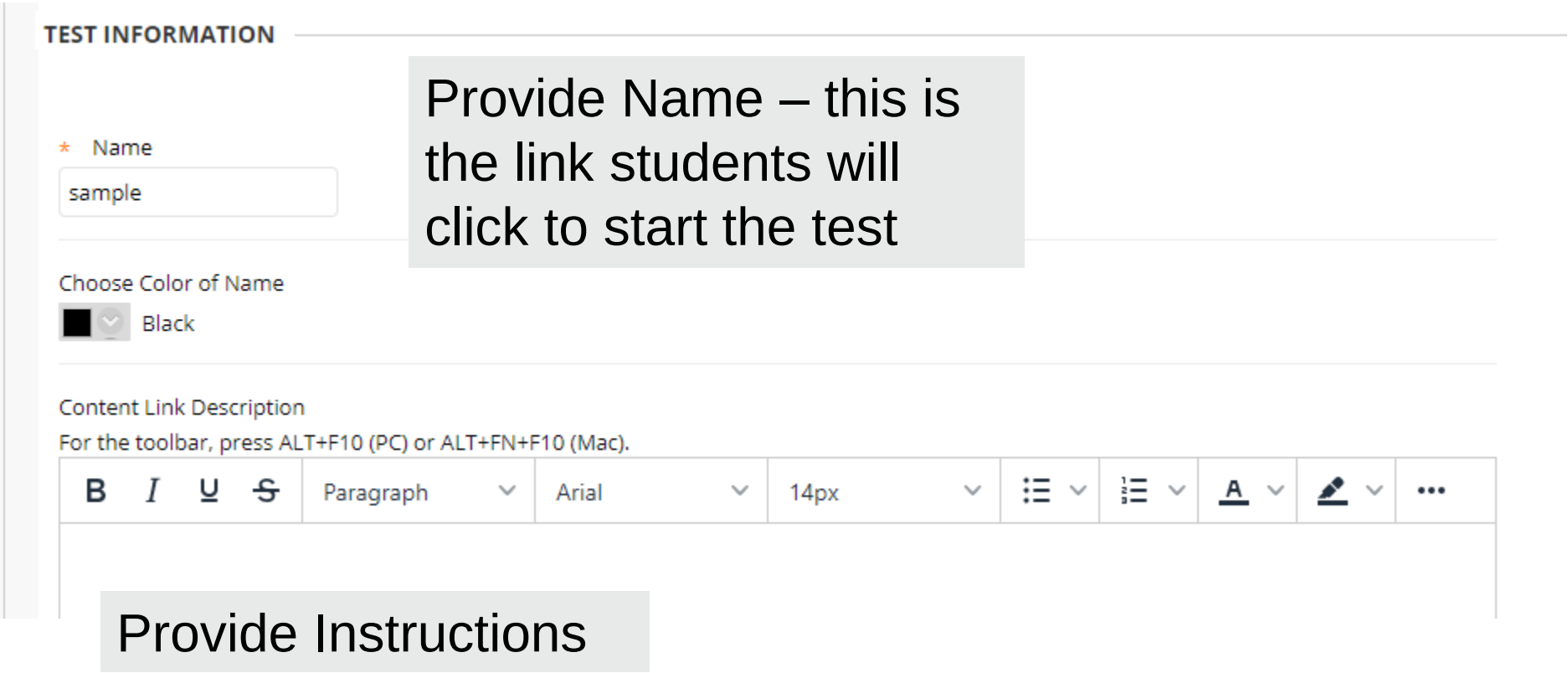
Points Review
Update Multiple Questions

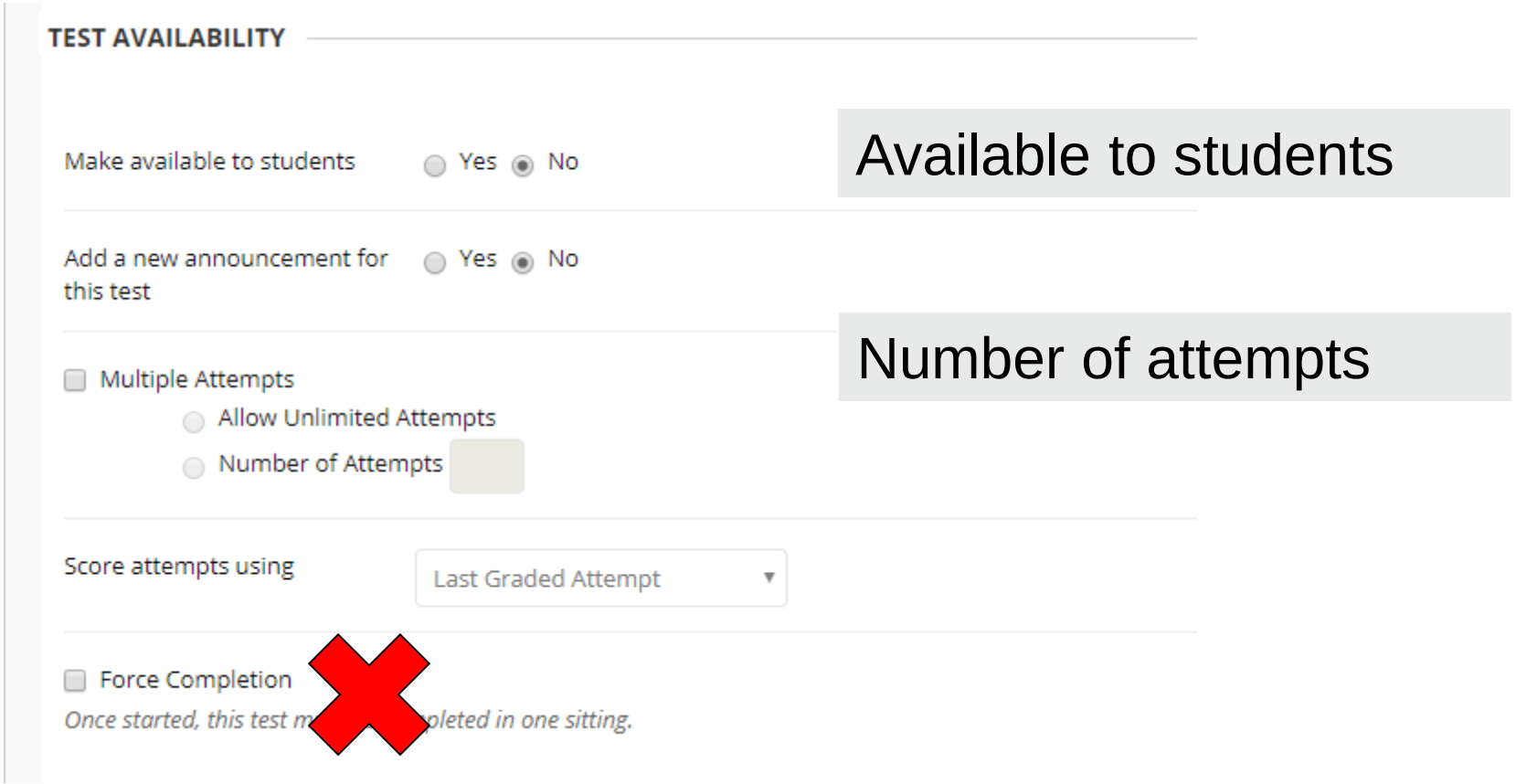


DEPLOY THE TEST



Add an Existing Test


TEST INFORMATION
Provide Name – this is the link students will click to start the test
* Name
sample
Choose Color of Name
Black
Content Link Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Paragraph
Arial
14px
Provide Instructions


TEST AVAILABILITY
Make available to students
Yes
No
Available to students
Add a new announcement for this test
Yes
No
Multiple Attempts
Allow Unlimited Attempts
Number of Attempts
Number of attempts
Score attempts using
Last Graded Attempt
Force Completion
Once started, this test m
pleted in one sitting.

Timer – starts when student begins test

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.*

Automatically submit when timer ends?

Display After 03/11/2019 12:47 PM

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

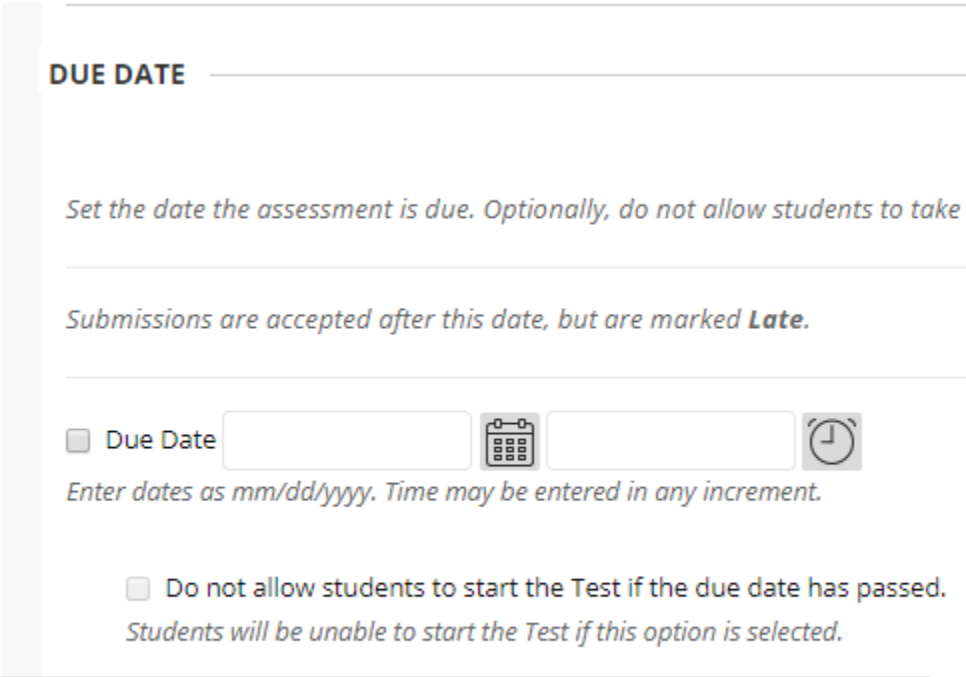
Display Until 03/11/2019 12:48 PM

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

Display availability

Password

Require a password to access this test.

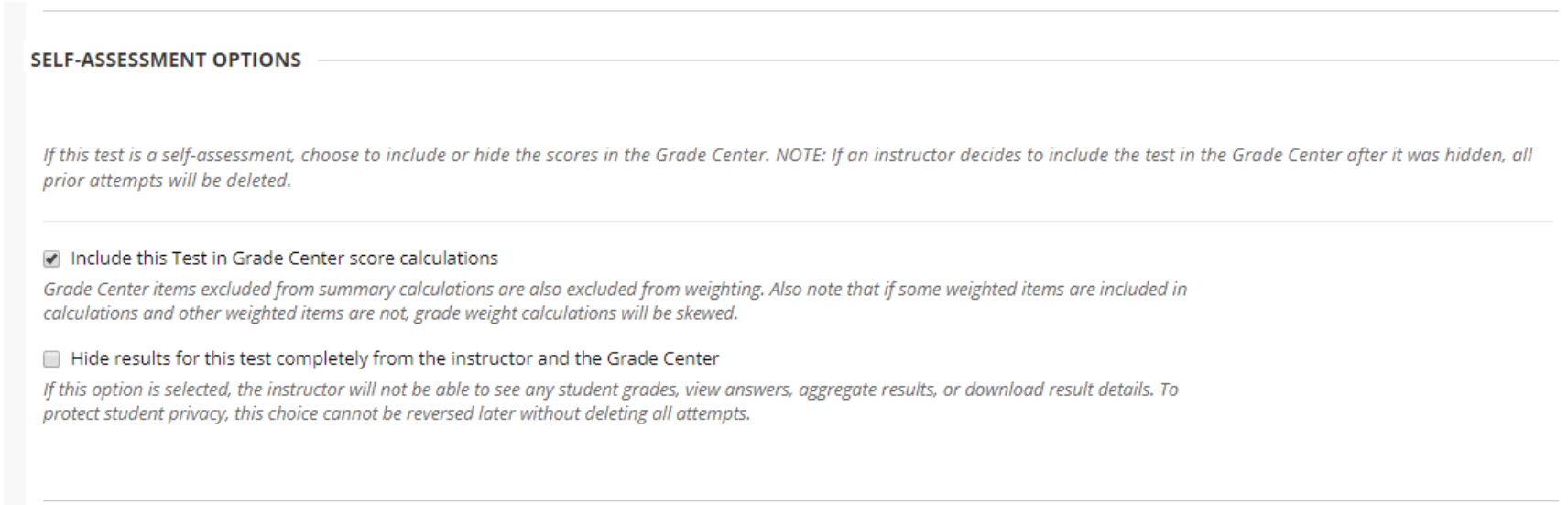


Can students start test late?

Due Date – submissions after due date will be marked LATE

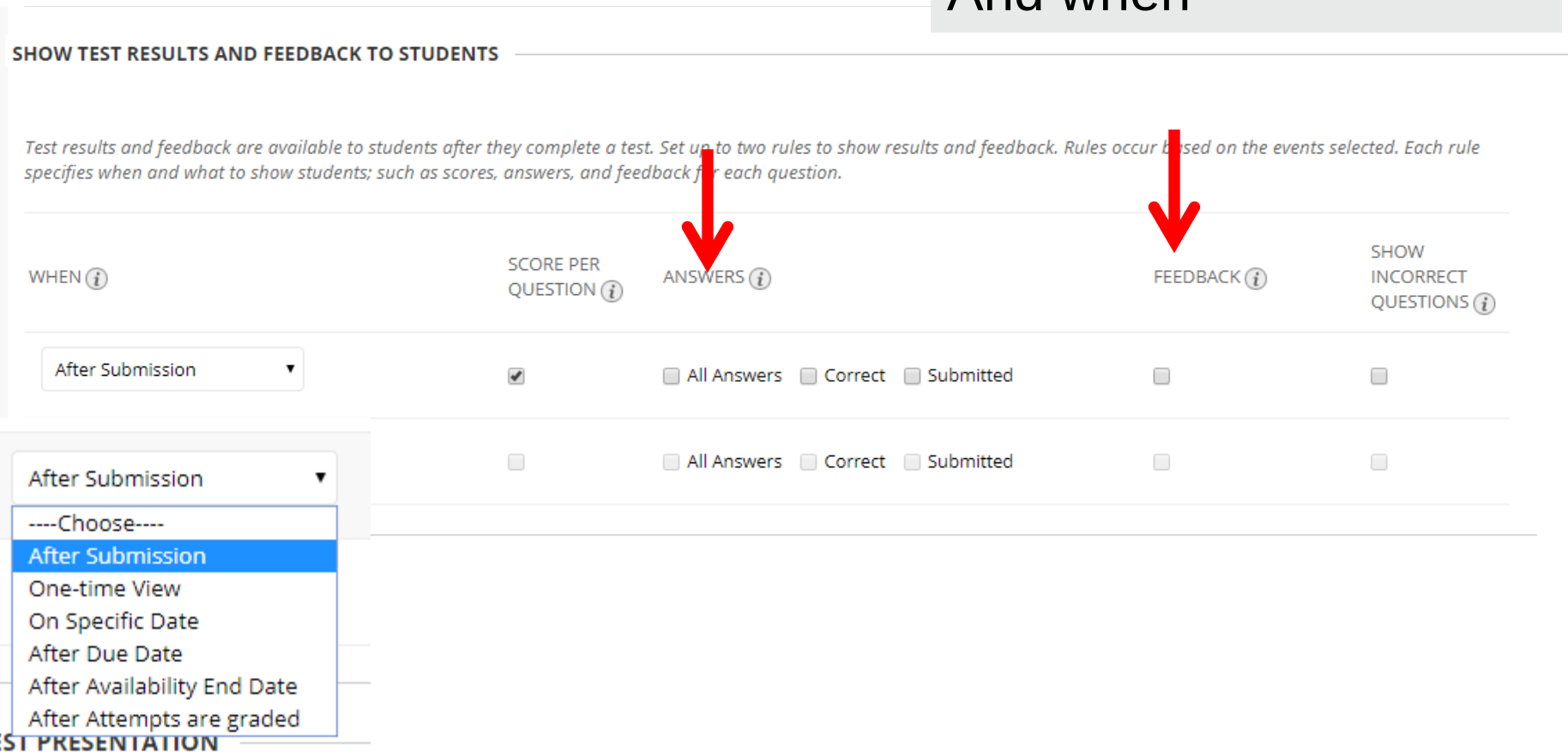
Late submissions require instructor to grade

Graded – counts in calculations

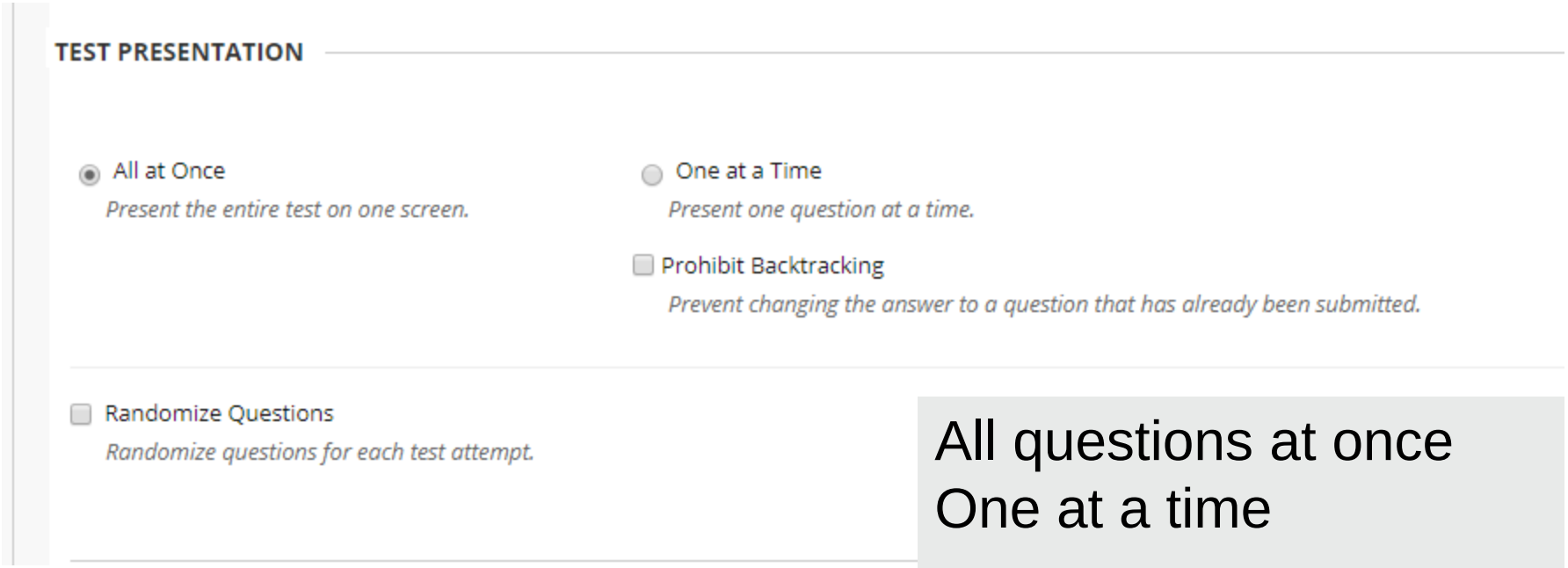


Ungraded - Score hidden from Instructor

Feedback provided And when



Test Presentation options

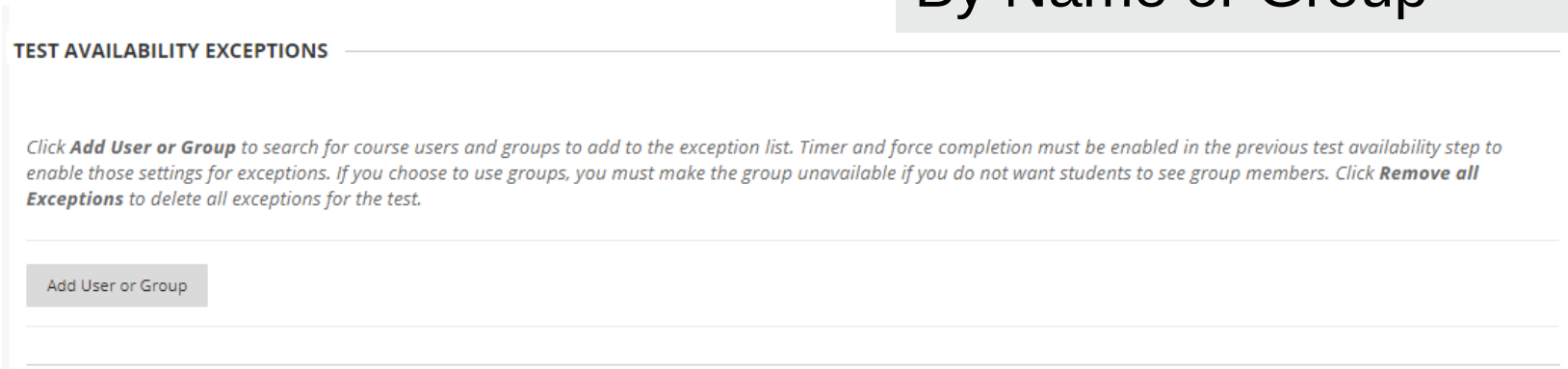


All questions at once
One at a time

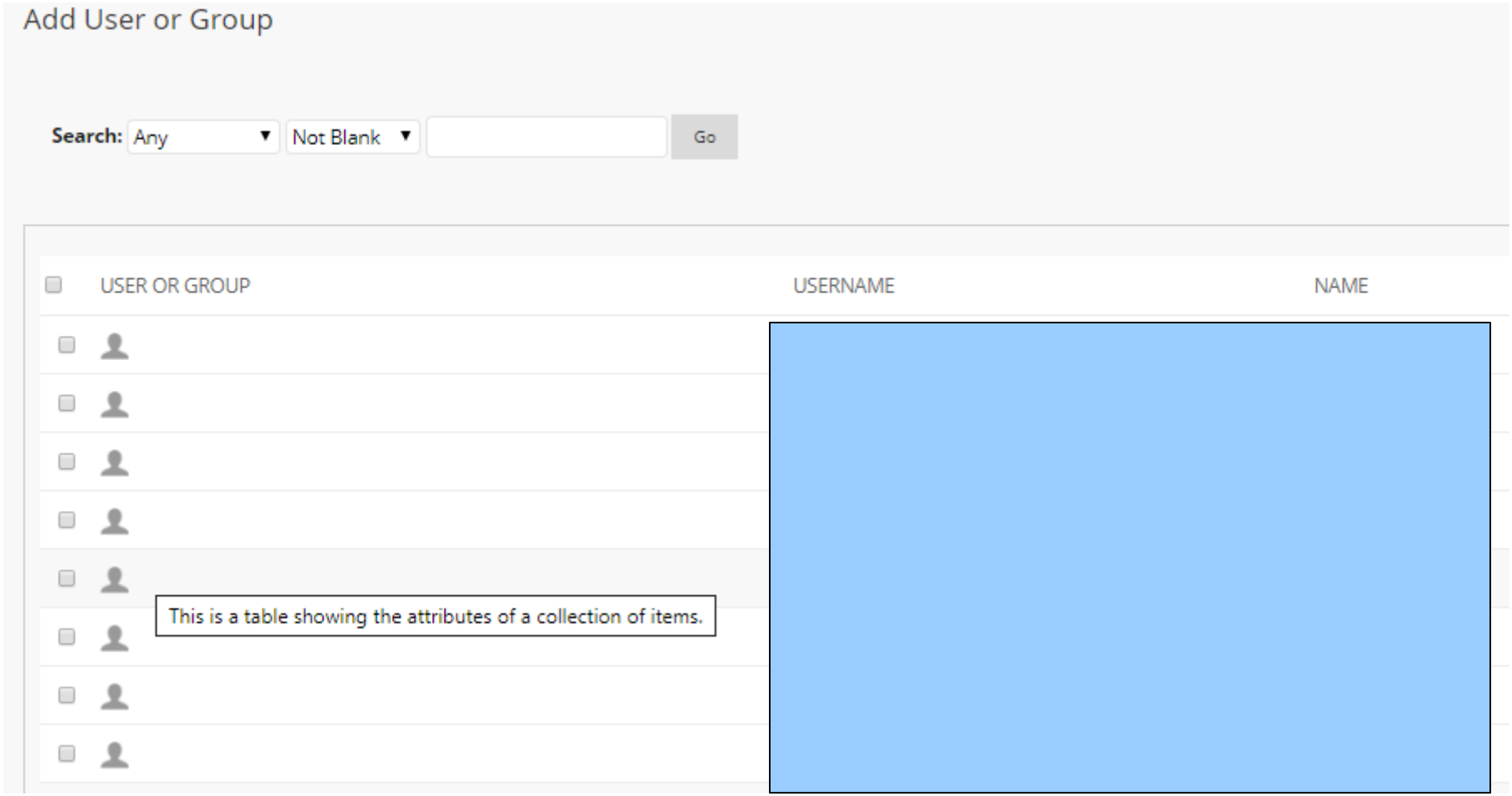
Random order

Exceptions

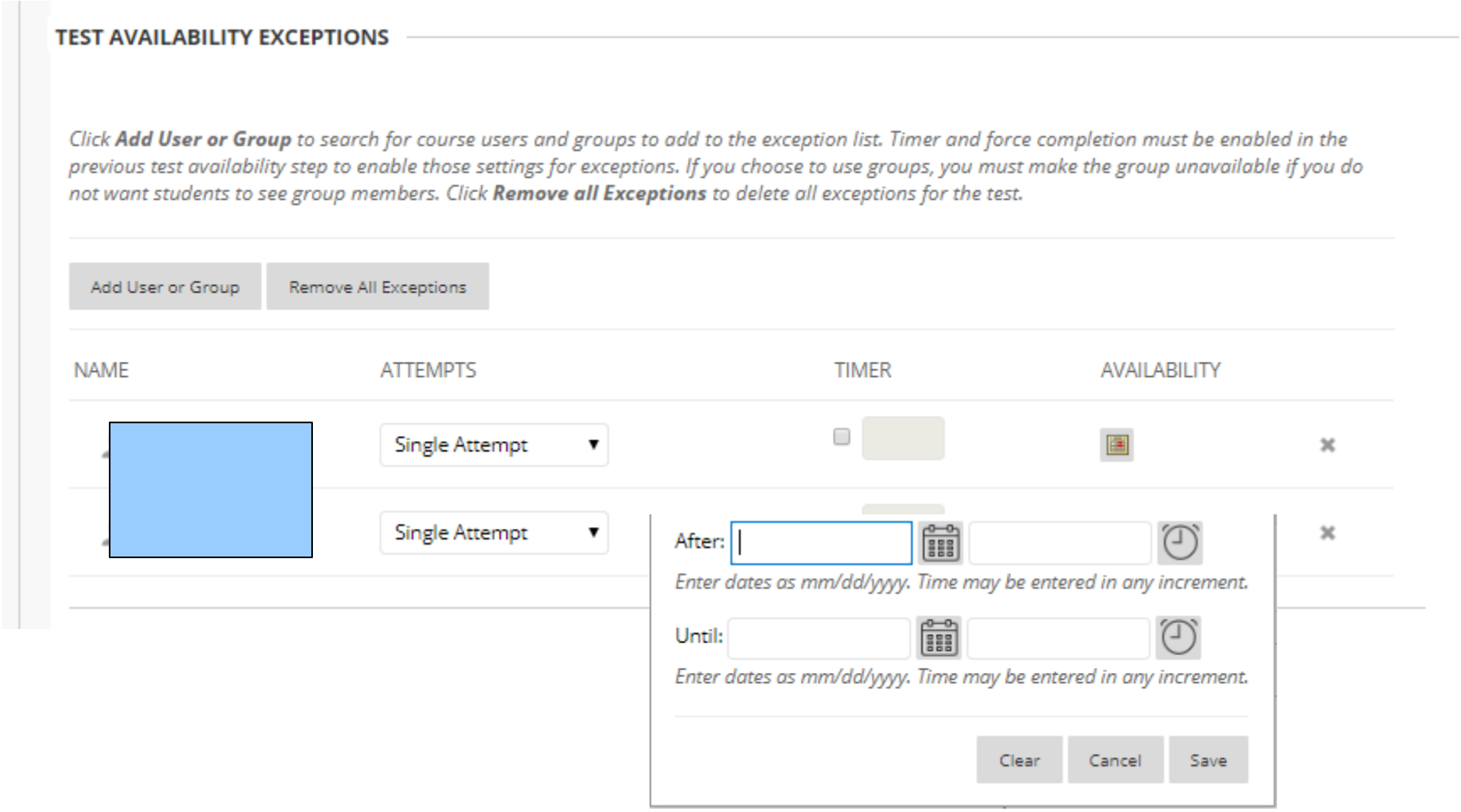
Exceptions for certain students
By Name or Group



Choose Who Needs Exceptions

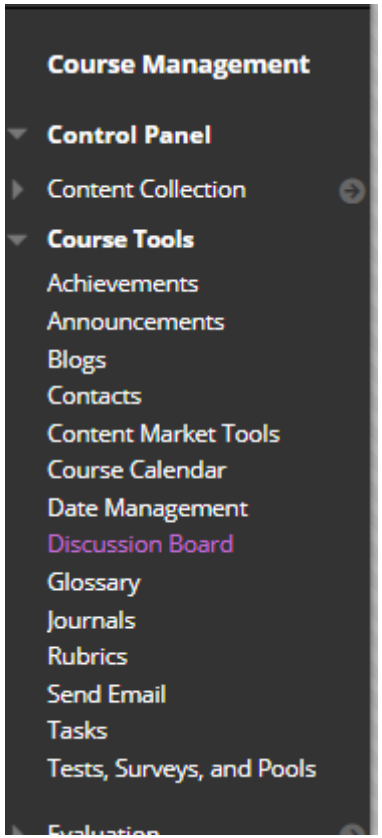


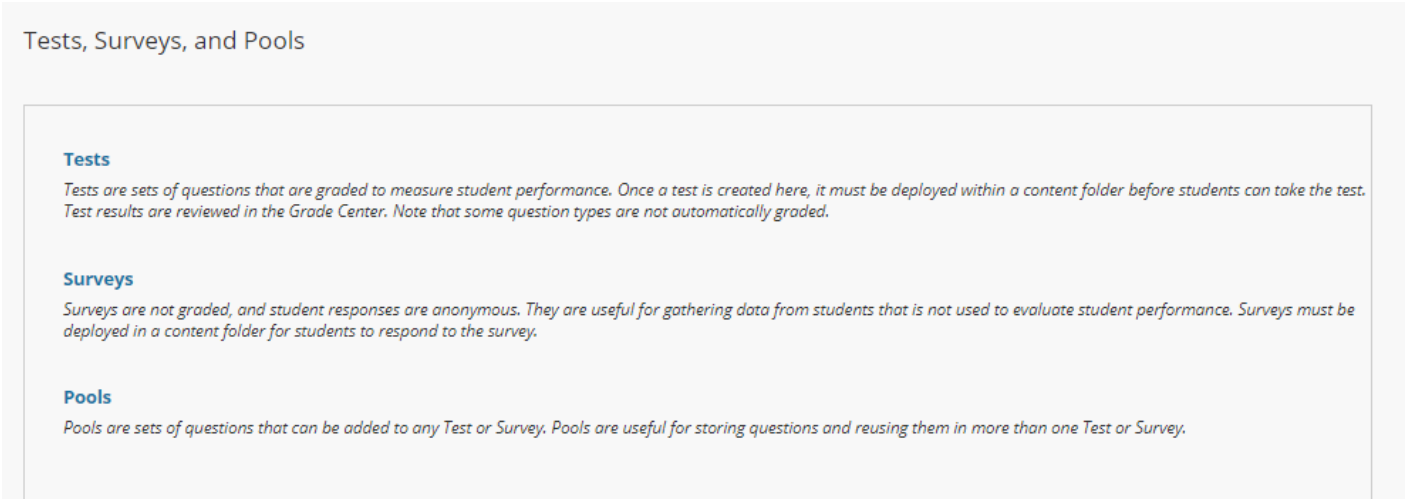
What Exceptions



COPY TESTS TO OTHER COURSES

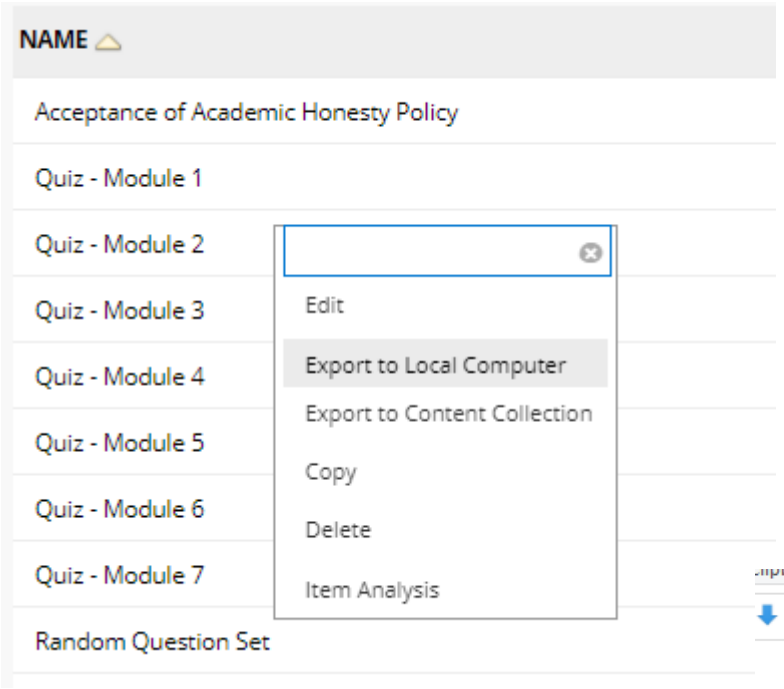
Export a Test/Pool

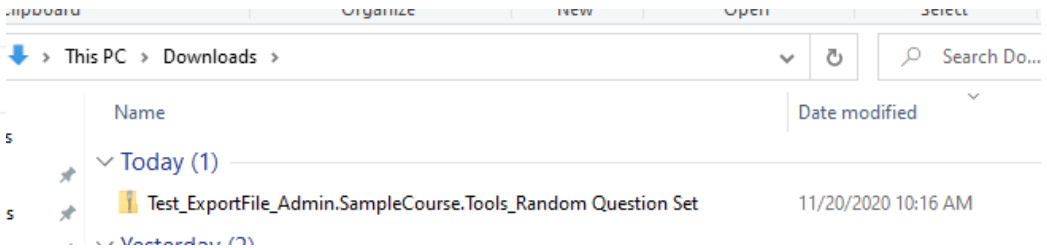




From the course where the test/pool resides

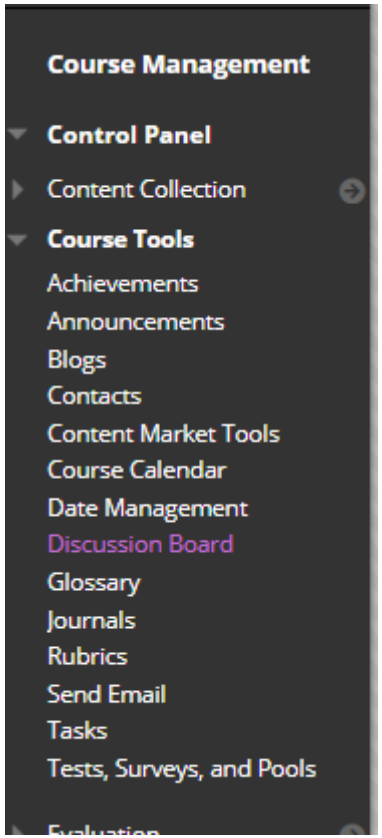
Export to Local Computer

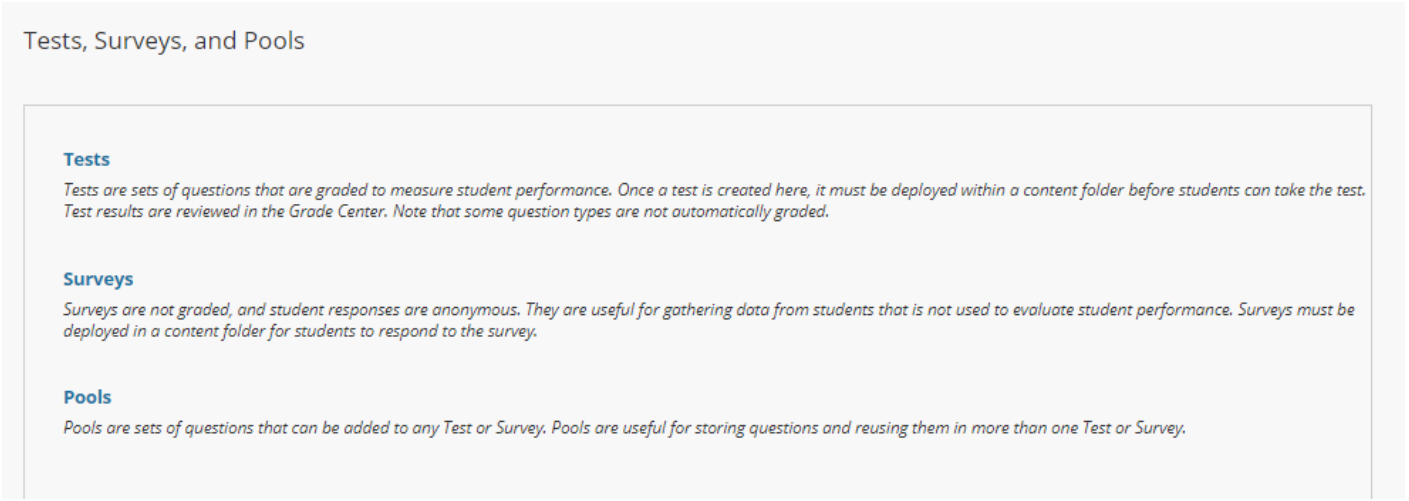




Creates a downloaded ZIP file

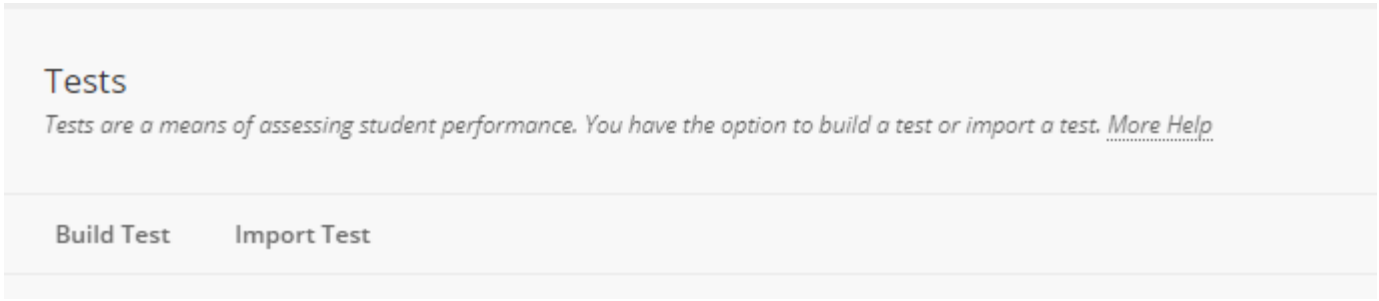
Import a Test/Pool

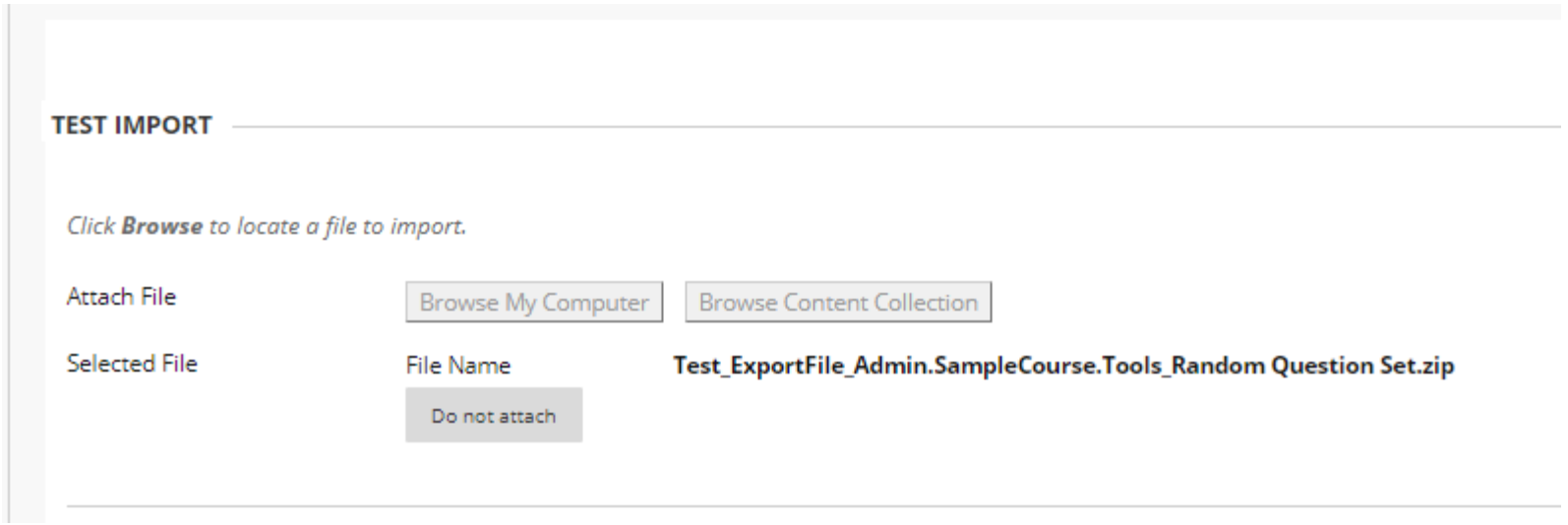




In the course where you want to copy the test

Import the ZIP file





Alternate solutions

- Gradescope – contact ASE IT
- Examsoft – contact SON IT

Proctoring Solutions

- Paid Services
- Do It Yourself
  - Zoom monitoring

Getting Started Workshops

- ~~**Getting Started: Collecting Assignments, Projects, and Presentations Online**~~
  - ~~August 16, 2023 10am - 11am~~
- ~~**Getting Started: Facilitating Student Discussion and Interaction**~~
  - ~~August 17, 2023 10am - 11am~~
- ~~**Getting Started: How to Create and Facilitate an Online Exam, Test, or Quiz**~~
  - ~~August 22, 2023 10am - 11am~~
- **Getting Started: Planning to use the Blackboard Grade Center**
  - August 24, 2023 10am - 11am

Additional Workshops in August

- ~~Add Interactivity to your Class: Poll Everywhere~~
- ~~How-to Pre-Record and Deliver Video Content to your Students~~
- ~~How to Facilitate a Live, Interactive Zoom Session~~
- ~~Collaborative Annotation using Perusall~~
- ~~Building Community in your Course with Yellowdig~~
- **Enhancing your Discussion and Student Interaction using VoiceThread**
- **Improve the Accessibility of your Course with Ally**
- **How to Use Padlet: A Digital Discussion Board**
- **Qwickly Tools for Attendance and Course Management**
- **Enhancing your Discussion and Student Interaction using Harmonize**
- **Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)**

Getting Help

Online Documentation

https://tech.rochester.edu/services/learning-management-system/

Upcoming Workshops

http://rochester.edu/online-learning/

Reach Out!

Blackboard Support

Digital Instructional Design Support

UnivITHelp@Rochester.edu

275-2000

THANK YOU
QUESTIONS?