

BLACKBOARD TEST

GETTING STARTED

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TEST VS ASSIGNMENT

| Test | Assignment |
|---|---|
| Online assessment | Offline assessment |
| 17 question types (e.g. MC, True/False, Ordering, Essay, ...) | Upload attachment and/or write submission |
| Has Timer / Force completion | Timer not applicable |
| | |

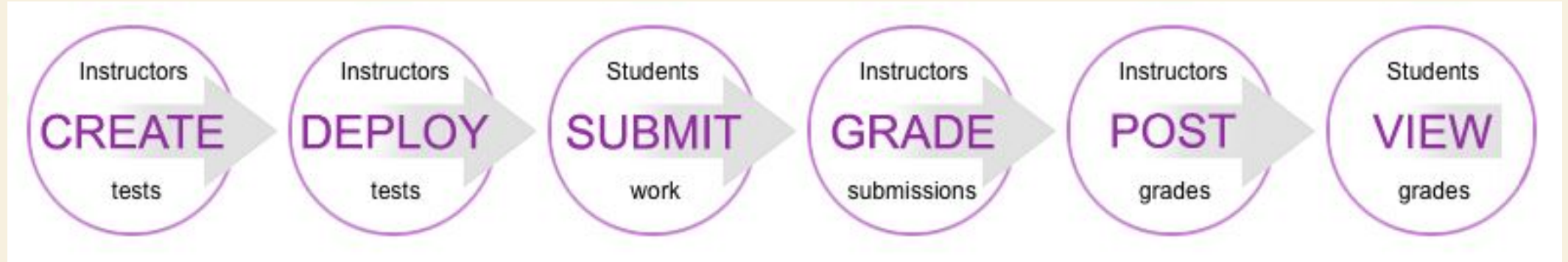
POINTS TO NOTE

- You can request a **sandbox** (i.e. testing Blackboard course) for testing from us (elearning@cuhk.edu.hk) before deploying the test.
- If your students need to access Blackboard Test at China, you can consider using **Blackboard (China)** system. Contact us at elearning@cuhk.edu.hk for more information.
- Create a **trial test** for students to get familiar with the test environment beforehand.

REMINDER TO STUDENTS

- Students should take the test with a **stable network**.
- Some test features (e.g. display of images, answer auto-save) are **NOT available in Blackboard App**. While students might be able to use Blackboard App to take some tests, we strongly discourage it.
- **Do not refresh the page / close window / go back to the previous page** while taking the test.

TEST BASICS



Blackboard Help:

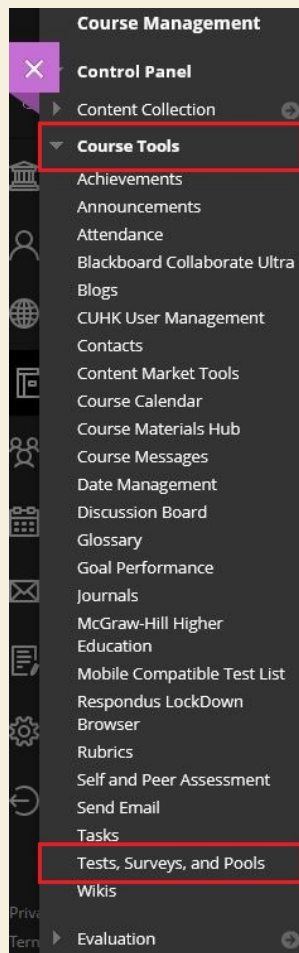
[Test and survey basics](#)

CREATE TESTS

- I. Access Blackboard Course > “Control Panel” > “Course Tools” > “Tests, Surveys, and Pools”. Click “Test”.

Blackboard Help:

[Watch a video about creating tests](#)



Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

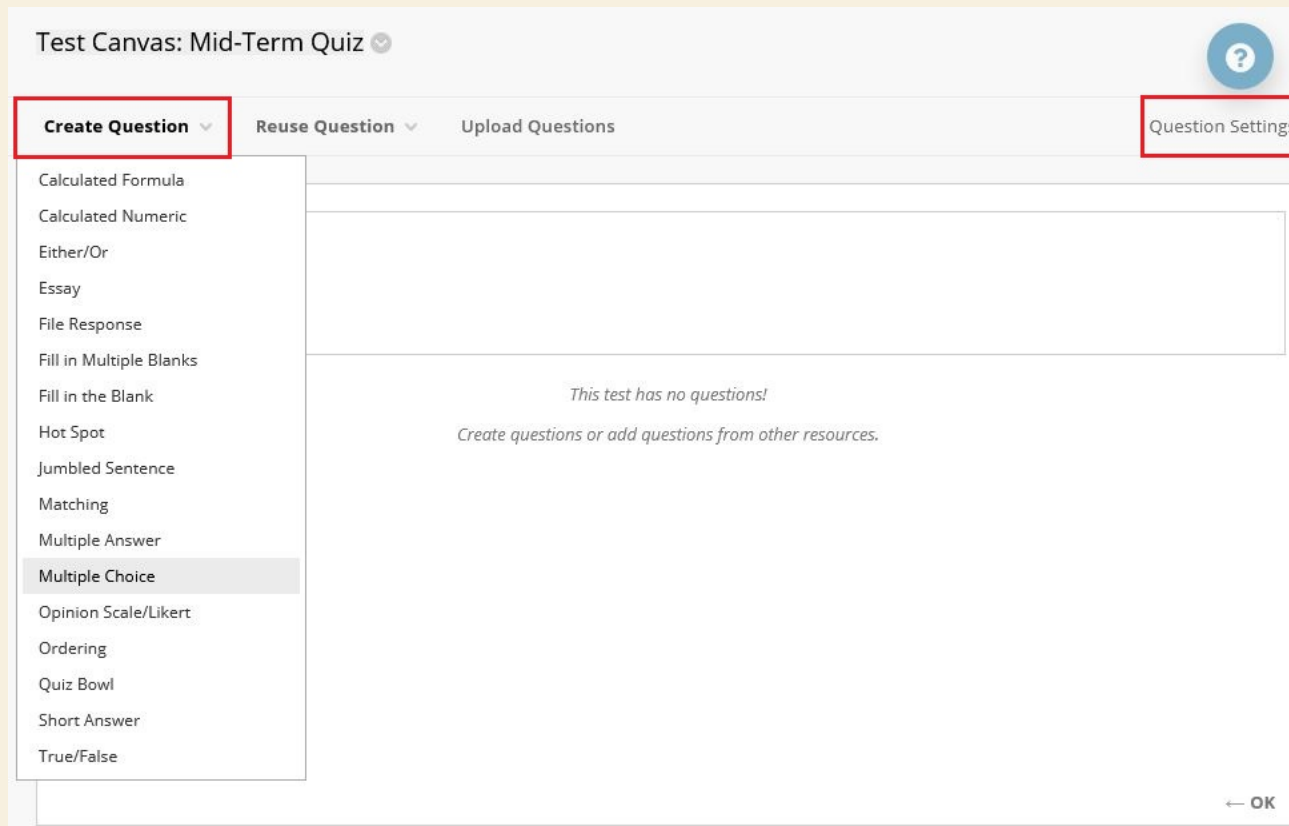
CREATE TESTS

2. Click “Build Test”. On the Test Information page, type a name. Click “Submit”.

The image shows a two-part screenshot of the Blackboard interface. On the left, a dark sidebar contains course navigation options: 'CU-2019 Blackboard Sandbox Course (ITSC-SC0138) - Mar2020', 'Notifications', 'Announcements', 'Course Outline', and 'Course Contents'. The main content area is titled 'Tests' and features two buttons: 'Build Test' (highlighted with a red box) and 'Import Test'. A green arrow points from the 'Build Test' button to the right-hand screenshot. The right-hand screenshot is the 'Test Information' form. It includes a legend: '* Indicates a required field.' Below this is the 'TEST INFORMATION' section. The 'Name' field is required and contains the text 'Mid-Term Quiz', which is also highlighted with a red box. Below the name field is a 'Description' field with a rich text editor toolbar. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

CREATE TESTS

- On the Test Canvas, click “Question Settings” to check and modify the settings. Rollover “Create Question”, select the question type (e.g. Multiple Choice, True/False, Essay...).



If you would like to randomly draw questions from Pool (e.g. draw 30 questions out of 50) so that different students answer different sets of questions, please refer to “Build a Pool” and “Create Question Sets” below.

Blackboard Help:

[Question Settings](#)

[Question Types](#)

[Build a Pool](#)

[Create Question Sets](#)

CREATE TESTS

4. On the Create/Edit page, fill in the information. Select “Submit”.

Create/Edit Multiple Choice Question

* Indicates a required field.

QUESTION

Question Title

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

How many keys does a piano have?

Path: p Words:7

Cancel Submit and Create Another **Submit**

If a test consists of both automatically graded questions (e.g. MC) and manually graded questions (e.g. Essay), the grade would be shown as “Needs Grading” after the submission, as the manually graded questions do not have grades.

CREATE TESTS

5. Questions are created.

The screenshot shows the Blackboard Test Canvas interface for a 'Mid-Term Quiz'. At the top, there are navigation options: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. Below this, a summary box displays 'Total Questions: 1' and 'Total Points: 10'. A toolbar includes 'Delete', 'Points' (with a text input), 'Update', and 'Hide Question Details'. The main area shows a question titled '1. Multiple Choice: How many keys does a piano have?' with a 'Points: 10' indicator. A success message 'Success: Question created.' is visible. A context menu is open over the question, showing options: 'Details', 'Edit', 'Copy', and 'Delete'. The question content is as follows:

| Question | How many keys does a piano have? |
|----------|--|
| Answer | <input checked="" type="checkbox"/> 88 |
| | <input type="checkbox"/> 77 |
| | <input type="checkbox"/> 66 |
| | <input type="checkbox"/> 55 |

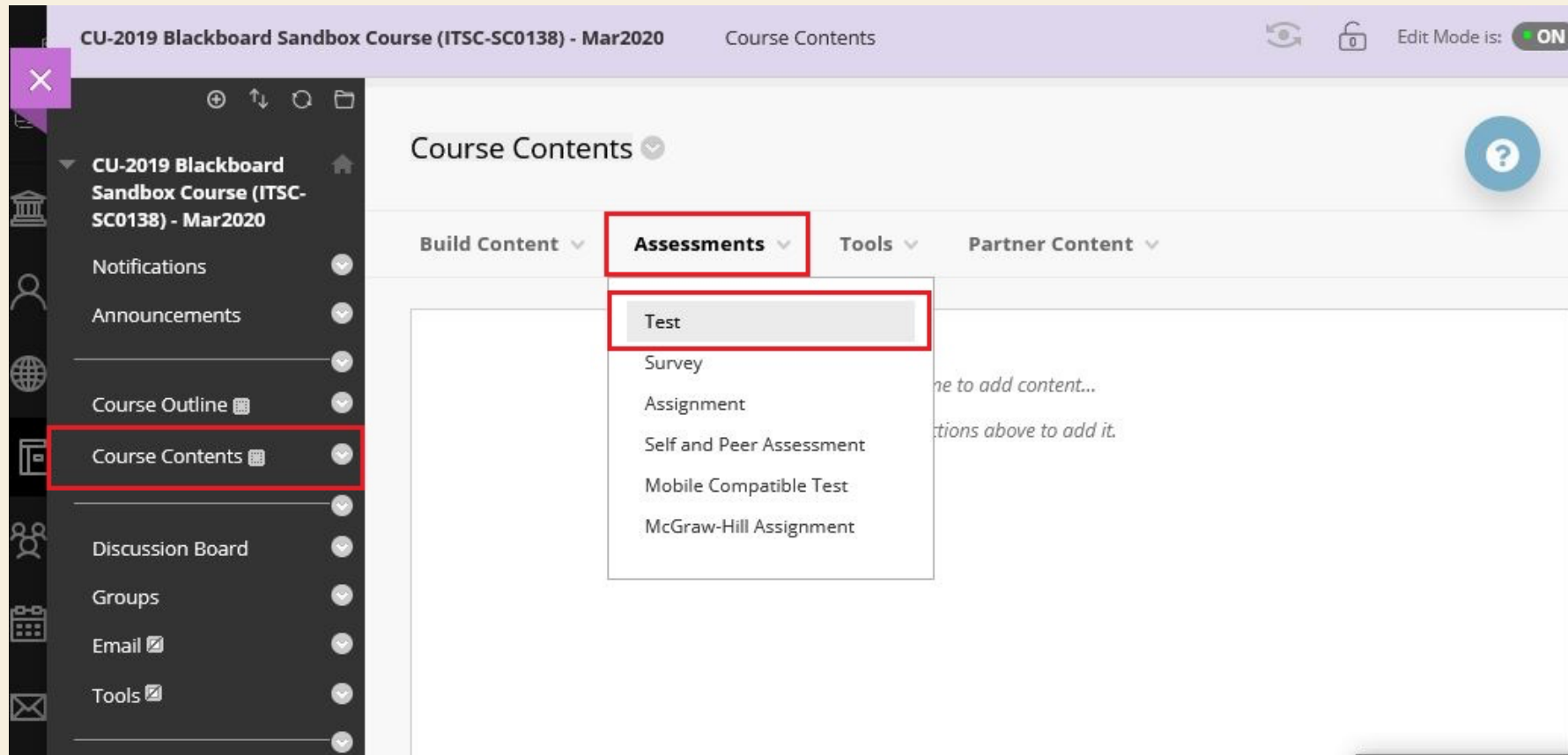
Check the questions before deploying the test. Questions cannot be deleted when there are attempts in progress.

Blackboard Help:

[Edit, delete, or reorder questions](#)

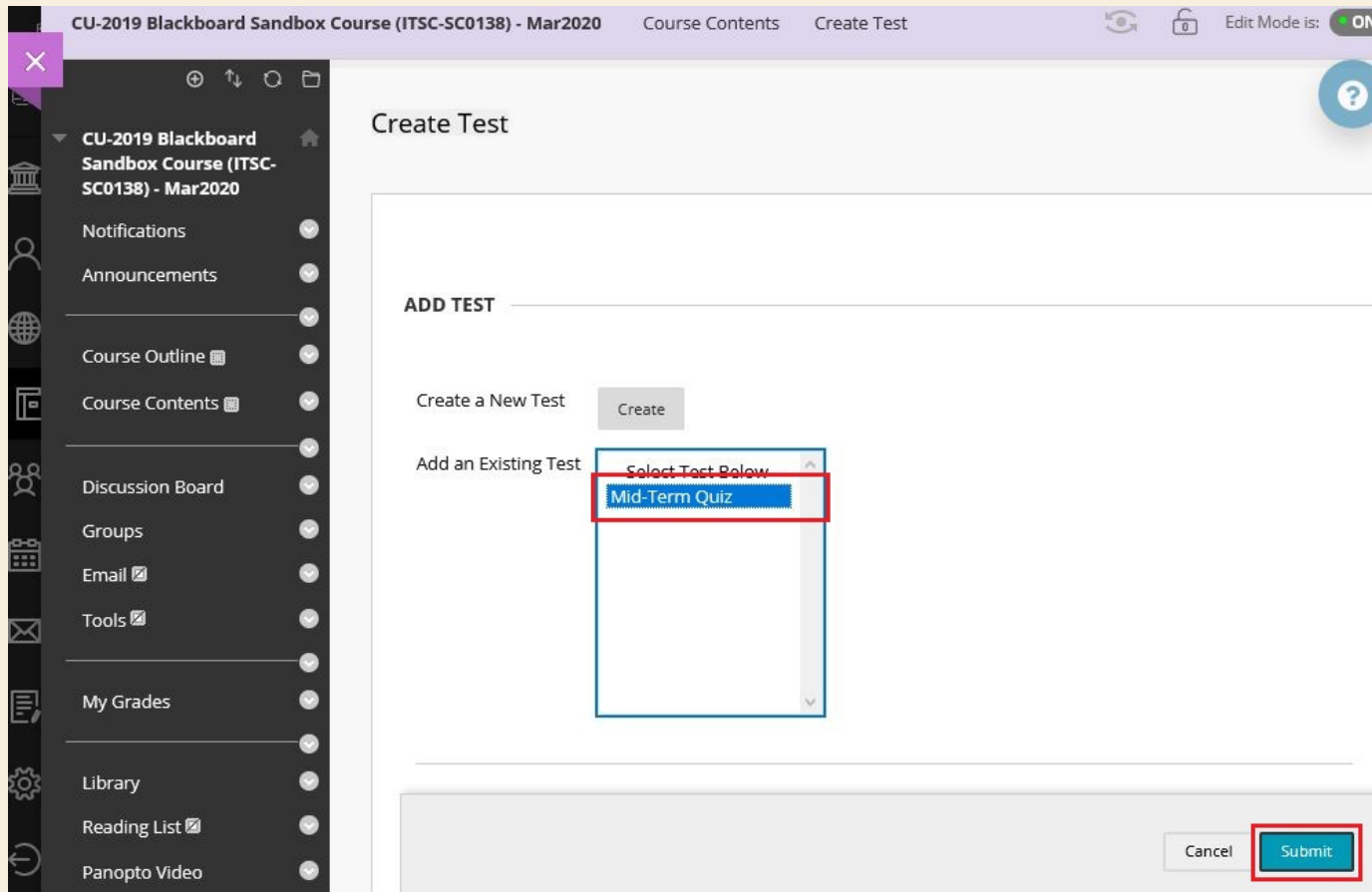
DEPLOY TESTS AND TEST OPTIONS

- I. Access a Content Area (e.g. Course Contents). Select “Assessments” > “Test”.



DEPLOY TESTS AND TEST OPTIONS

2. Select the test under “Add an Existing Test”. Click “Submit”. Then select “Test Options” on the next page.



DEPLOY TESTS AND TEST OPTIONS

Remember to **make the test available to students**.

If you have enabled “**Force Completion**”, students are allowed to enter the test once only and it must be completed in one sitting. *If a student encounters a technical issue, or closes their browser, they cannot re-enter the test, and you might have to ignore those attempts manually (Click [here](#) to learn about “Ignore Attempt”).*

The **Timer** counts the duration of the test when the student start the test. Students who start late would have the same amount of time to take the test and might still submit it after the “Display Until Date and Time” and the “Due Date”.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion

Set Timer
 Minutes
Auto-Submit OFF ON

Display After

Display Until

DEPLOY TESTS AND TEST OPTIONS

Due Date: Students can still submit their attempts after **Due Date**. The attempt would be marked as “Late”.

You have the option to select “**Do not allow students to start the Test if the due date has passed**”. This option will prevent students from beginning the test after the due date has passed.

Uncheck “**Include this Test in Grade Center score calculations**” if you don’t want the grade to be included in Total Column in Grade Center. By default the Total Column shows total grade to students.

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

02/28/2020



11:30 PM



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 selected.

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 the instructor and the Grade Center

If this option is selected, 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.

DEPLOY TESTS AND TEST OPTIONS

By default, grades for automatically graded tests are shown to students after their submissions.

If you do not want to show grades and/or feedback, uncheck all items under Test Options > **“Show test results and feedback to students”** and hide Grade Columns (including the “Total” column).

Click [here](#) to learn how to hide the grade columns.

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. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

| WHEN ⓘ | SCORE PER QUESTION ⓘ | ANSWERS ⓘ | FEEDBACK ⓘ | SHOW INCORRECT QUESTIONS ⓘ |
|--------------------|--------------------------|---|--------------------------|----------------------------|
| After Submission ▾ | <input type="checkbox"/> | <input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitt... | <input type="checkbox"/> | <input type="checkbox"/> |
| ----Choose---- ▾ | <input type="checkbox"/> | <input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitt... | <input type="checkbox"/> | <input type="checkbox"/> |

TEST PRESENTATION

- 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.

DEPLOY TESTS AND TEST OPTIONS

3. Click “Submit” to deploy the Test for student access.

The screenshot displays a web interface for managing course content. At the top, there is a header with the text "Course Contents" and a dropdown arrow. Below this, a navigation bar contains four menu items: "Build Content", "Assessments", "Tools", and "Partner Content", each with a dropdown arrow. A refresh icon is located on the right side of this bar. The main content area lists two items, each with a document icon and a dropdown arrow:

- Mid-Term Quiz**: This item is highlighted with a red rectangular border.
- Mid-Term Quiz 2**: Below this item, the text "Availability: Item is hidden from students." is displayed.

GRADE TESTS AND TEST RESULTS

Click "Grade Center", select "Full Grade Center", then select the column you want to grade

The screenshot shows the Blackboard Grade Center interface. On the left is a sidebar menu with 'Grade Center' and 'Full Grade Center' highlighted. The main area displays a table of student grades for a 'MID-TERM QUIZ' column. The table has columns for 'LAST NAME', 'FIRST NAME', 'WEIGHTED TOTAL', and 'MID-TERM QUIZ'. The 'MID-TERM QUIZ' column header is highlighted with a red box. Below the table, there are navigation buttons like 'Move To Top' and 'Email', and a 'Selected Rows: 0' indicator.

| | LAST NAME | FIRST NAME | WEIGHTED TOTAL | MID-TERM QUIZ |
|--------------------------|-----------|---------------|----------------|---------------|
| <input type="checkbox"/> | Cheung | Siu Ling Ella | -- | 28.00 |
| <input type="checkbox"/> | Fung | Sara | -- | 26.00 |
| <input type="checkbox"/> | Lee | Sam | -- | 24.00 |
| <input type="checkbox"/> | Wong | Peter | -- | 29.00 |
| <input type="checkbox"/> | Yeung | Joe | -- | 25.00 |

The screenshot shows the context menu for the 'MID-TERM QUIZ' column. The menu items are: Quick Column Information, Send Reminder, Edit Test, Change Due Date, Grade Attempts (highlighted), Grade with User Names Hidden, View All Attempts, Grade Questions (highlighted), Item Analysis, Attempts Statistics, Download Results (highlighted), View Grade History, Edit Column Information, Column Statistics, Set as External Grade, Hide from students (on/off), Clear Attempts for All Users, Sort Ascending, Sort Descending, and Hide from Instructor View.

Blackboard Help:

[Grade Attempts](#)

[Grade Questions](#)

[Download Results](#)

GRADE TESTS AND TEST RESULTS

Check Attempts Statistics and View Grade History

CU-2019 Blackboard Sandbox Course (ITSC-SC0138) - Mar2020

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: February 23, 2020 3:54 PM

| <input type="checkbox"/> | LAST NAME | FIRST NAME | WEIGHTED TOTAL | TOTAL | MID-TERM QUIZ |
|--------------------------|-----------|---------------|----------------|-------|---------------|
| <input type="checkbox"/> | Cheung | Siu Ling Ella | -- | 28.00 | 28.00 |
| <input type="checkbox"/> | Fung | Sara | -- | 26.00 | 26.00 |
| <input type="checkbox"/> | Lee | Sam | -- | 24.00 | 24.00 |
| <input type="checkbox"/> | Wong | Peter | -- | 29.00 | 29.00 |
| <input type="checkbox"/> | Yeung | Joe | -- | 25.00 | 25.00 |

Selected Rows: 0

Quick Column Information

Send Reminder

Edit Test

Change Due Date

Grade Attempts

Grade with User Names Hidden

View All Attempts

Grade Questions

Item Analysis

Attempts Statistics

Download Results

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

Blackboard Help:
[Attempt Statistics](#)
[View Grade History](#)

GRADE TESTS AND TEST RESULTS

You can also ignore an attempt to keep it but omit the score from Grade Center calculations. The attempt isn't counted toward the number of allowed attempts.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar Last Saved: February 23, 2020 4:42 PM

| | LAST NAME | FIRST NAME | WEIGHTED TOTAL | TOTAL | MID-TERM QUIZ |
|--------------------------|-------------------|---------------|----------------|-------|---------------|
| <input type="checkbox"/> | Cheung | Siu Ling Ella | -- | 28.00 | 28.00 |
| <input type="checkbox"/> | Fung | Sara | -- | 26.00 | 26.00 |
| <input type="checkbox"/> | Lee | Sam | -- | 24.00 | 24.00 |
| <input type="checkbox"/> | MISS LAU Cheuk Wi | | -- | 10.00 | 10.00 |
| <input type="checkbox"/> | Wong | Peter | -- | 29.00 | |
| <input type="checkbox"/> | Yeung | Joe | -- | 25.00 | |

Selected Rows: 0

View Grade Details

Quick Comment

Exempt Grade

Attempt 2/23/20 10.00

Grade Details

User: [REDACTED] Column: Mid-Term Quiz (Test)

Current Grade: 10.00 out of 10 points Exempt
Grade based on Last Graded Attempt
Due: None
Calculated Grade: 10.00
View Attempts

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go


| Date Created | Date Submitted (or Saved) | Value | Feedback to Learner | Grading Notes | Actions |
|-------------------------|-------------------------------------|-------|---------------------|---------------|---|
| Feb 27, 2020 9:34:45 AM | Feb 27, 2020 9:34:51 AM (Completed) | 10.00 | | | View Attempt Clear Attempt Ignore Attempt |

Icon Legend





Blackboard Help:
[Ignore Attempt](#)

ADDITIONAL TIPS: CHECKING BEFORE STARTING TESTS



- I. If you don't want to show grades to students after they submit their attempts, hide the grade columns (including the "Total" column) in Full Grade Center. Click [here](#) to learn how to hide the grade columns.










Grade Center : Full Grade Center 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)


Create Column Create Calculated Column  Manage  Reports  Filter Work Offline 

Grade Information Bar Last Saved: February 28, 2020 5:25 PM

Sort Columns By: Layout Position  Order: ▲Ascending 

| <input type="checkbox"/> | LAST NAME  | FIRST NAME  | AVAILABILITY  | WEIGHTED TOTAL  |   TOTAL  |  MID-TERM QUIZ  |
|--------------------------|---|--|--|--|---|---|
| <input type="checkbox"/> | Cheung | Siu Ling Ella | Available | -- | -- | -- |
| <input type="checkbox"/> | Fung | Sara | Available | -- | -- | -- |
| <input type="checkbox"/> | Lee | Sam | Available | -- | -- | -- |
| <input type="checkbox"/> | Wong | Peter | Available | -- | -- | -- |
| <input type="checkbox"/> | Yeung | Joe | Available | -- | -- | -- |

Selected Rows: 0



Quick Column Information

Send Reminder

Edit Test

Change Due Date

Grade Attempts

Grade with User Names Hidden

View All Attempts

Grade Questions

Item Analysis

Attempts Statistics

Download Results

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from students (on/off)

Clear Attempts for All Users

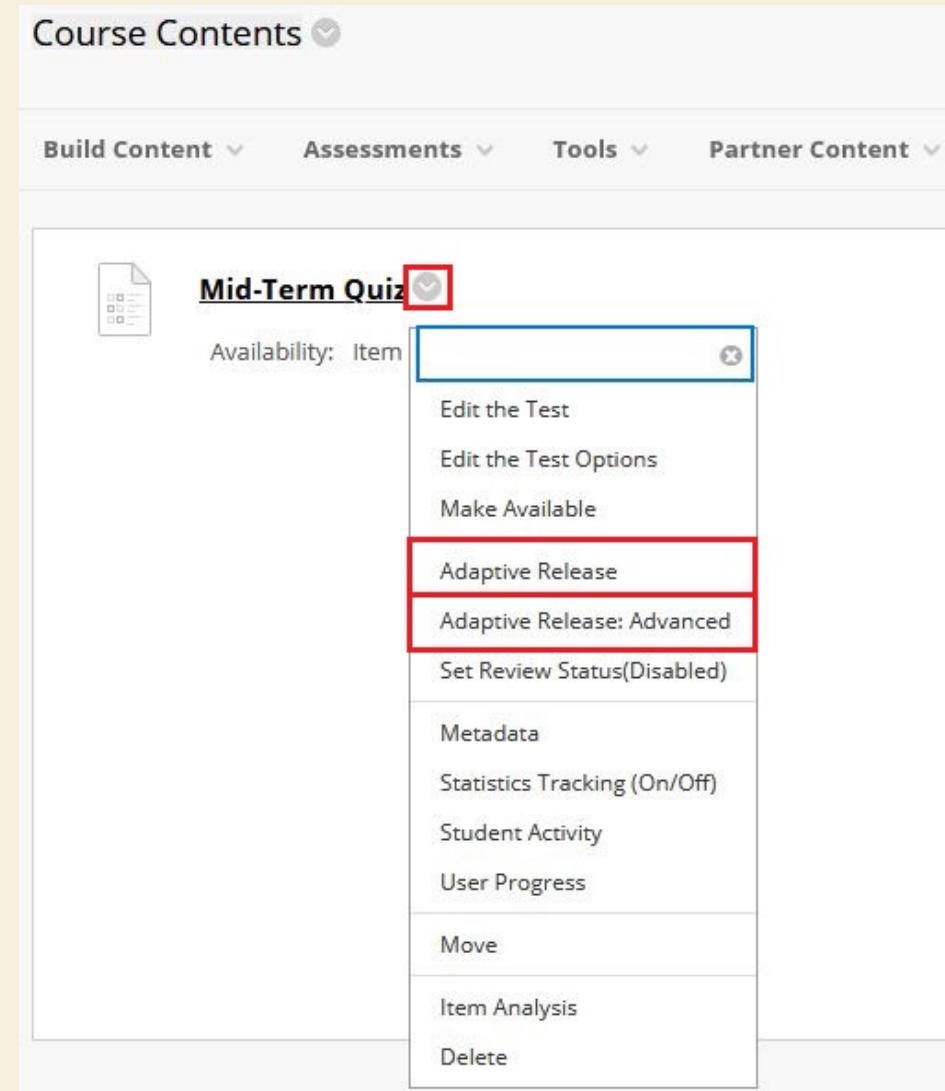
Sort Ascending

Sort Descending

Hide from Instructor View

ADDITIONAL TIPS: CHECKING BEFORE STARTING TESTS

2. If the test is copied from another Blackboard Course using “Course Copy” feature, check both “Adaptive Release” and “Adaptive Release:Advanced”.The outdated Adaptive Release rules from the source course would be copied to the destination course as well. Remove outdated rules.



The screenshot displays the Blackboard interface for a course. At the top, there is a navigation bar with 'Course Contents' and a dropdown arrow. Below this are four menu items: 'Build Content', 'Assessments', 'Tools', and 'Partner Content', each with a dropdown arrow. The main content area shows a 'Mid-Term Quiz' item with a document icon and a dropdown arrow. A context menu is open over the 'Mid-Term Quiz' item, listing various actions. The 'Adaptive Release' and 'Adaptive Release: Advanced' options are highlighted with a red box. Other options include 'Edit the Test', 'Edit the Test Options', 'Make Available', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'Student Activity', 'User Progress', 'Move', 'Item Analysis', and 'Delete'.

Course Contents

Build Content Assessments Tools Partner Content

Mid-Term Quiz

Availability: Item

- Edit the Test
- Edit the Test Options
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- Student Activity
- User Progress
- Move
- Item Analysis
- Delete

ADDITIONAL TIPS: CHECKING BEFORE STARTING TESTS

3. You can also check the test availability under “User Progress”.

Course Contents

Build Content Assessments Tools Partner Content

Mid-Term Quiz

Availability: Item

- Edit the Test
- Edit the Test Options
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- Student Activity
- User Progress**
- Move
- Item Analysis
- Delete

User Progress

| LAST NAME | FIRST NAME | USERNAME | COURSE ROLE | VISIBILITY |
|------------|---------------|------------|-------------|------------|
| [REDACTED] | | [REDACTED] | Instructor | |
| Yeung | Joe | student15 | Student | |
| Cheung | Siu Ling Ella | student11 | Student | |
| Lee | Sam | student14 | Student | |
| Fung | Sara | student12 | Student | |
| Wong | Peter | student13 | Student | |

Displaying 1 to 6 of 6 items

Show All Edit Paging...

ADDITIONAL TIPS: CHECKING BEFORE STARTING TESTS

4. If the test is available, you can also access and check the test using “Student Preview”. Click [here](#) to learn more about “Student Preview”.

The image displays two screenshots of a Blackboard course interface. The top screenshot shows the 'Course Contents' page for 'CU-2019 Blackboard Sandbox Course (ITSC-SC0138) - Mar2020'. A red box highlights the 'Student Preview' icon (a circular arrow) in the top right corner. A green arrow points from this icon to the bottom screenshot. The bottom screenshot shows the 'Student Preview mode is ON' banner at the top, with 'Settings' and 'Exit Preview' buttons. The 'Mid-Term Quiz' item is visible in the course content area.