Tests, Surveys, and Pools

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Pools

Blackboard allows you to store a collection of test questions in a pool. These questions can be used in exams or shared with others.

Create a Pool

1. In the Control Panel under the Course Tools section, select Tests, Surveys, and Pools.
2. Select Pools.
3. Select the Build Pool button.
4. Enter a Name, Description, and Instructions.
5. Select Submit.

*Note: You can edit this information at any time by selecting next to Header in the Pool Canvas.

Create a New Question

In the Pool Canvas:
1. Select Create Question.
2. Select the type of question you want to add.
3. Enter the question.
4. Enter answers to choose from and select the Correct Answer.
5. If you desire to give feedback to students, enter it in the appropriate section.
6. Select Submit.

Export a Pool

Instructors can choose to export a question pool to their local computer or to the Content Collection. The exported pool is packaged in a .ZIP file and can be imported into other courses. Once a pool is exported, questions may not be added to it.

A Question Pool may be exported by:

1. In the Control Panel, under course tools, select Tests, Surveys, and Pools.
2. Select Pools.
3. Select next to the pool you want to export.
4. Select Export to Local Computer to save the pool file to your hard drive. You can then import this pool into other courses.
5. **Export to Content Collection** allows you to save a copy of the pool in the Content Collection.

**Import a Pool**

**Pool Import** is a useful way to reuse a pool or to share with other instructors. Pools created by others, pools created at other institutions, and pools created with older versions of Blackboard can be imported as long as they are in the proper format.

1. Go to the **Control Panel** under the **Course Tools** section; Select **Tests, Surveys, and Pools**.
2. Select **Tests** or **Surveys**.
3. Select **Import Pool**.
4. Browse to find the file to import.
5. Select **Submit**.

**Tests**

Instructors use assessments to test student knowledge, measure student progress, and gather information from students. When creating an assessment there are a number of things the instructor should consider.

- The structure of the assessment and the types of questions that will be included
- Deployment and setting options, such as test presentation, feedback, and availability of multiple attempts.
- How the assessment will be graded.
Create a Test or Survey
1. Go to the Control Panel under the Course Tools section
3. Select Tests or Surveys.
4. Select Build Test or Build Survey.
5. Enter a Name, Description, and Instructions.
6. Select Submit.

*Note: You can edit this information at any time by selecting ▼ next to Header in the Test or Survey Canvas.

Adding Pool Questions to a Test or Survey
In the Test or Survey Canvas,
1. Select Find Questions.
2. Select Browse Criteria
3. Select the Criteria containing the questions you wish to add, and select the boxes next to the Pool you wish to select questions from.
4. Select Go.
5. Select the boxes of the questions you want to use.
6. Select Submit.

*Note: You should unselect question types before getting started under the criteria.

Manage Tests and Surveys
The Tests page lists all existing Tests. Tests can be created, imported, exported, edited or deleted from this page.
2. Select next to the test you want to manage.
3. When the menu appears, choose to Edit, Export, or Delete the test or survey.

**Edit Tests and Surveys**
1. Choose Edit from the menu. The Test Canvas will appear.
2. Select Create Question to add a question.
3. Select Find Questions to use questions from a Pool or another test.

*Note: You can select Creation Settings to add images, files or external links, specify default point value for questions, and set other test options. Additionally, you can edit the Name, Description, and Instructions by selecting next to Header.

**Export Tests and Surveys**
1. Go to the course Control Panel. Under the Course Tools section, select Tests, Surveys, and Pools.
2. Select Export to Local Computer to save the test file to your hard drive. You can then import this test into other courses.
3. Export to Content Collection allows you to save a copy of the test in the Content Collection.
4. Enter the destination for the test or Browse to select a destination and Select Submit.

**Delete Tests and Surveys**
1. Select the arrow beside the test you want to delete.
2. Select Delete to remove the test or survey from the list.

*Note: A test that has been deployed cannot be deleted. You must delete the link in the content area before you can delete it from the Tests, Surveys, Pools area

**Random Blocks**
Instructors can create a Random Block by finding and selecting questions, deciding on the number of points per question, and then determining the number of questions to display to the user.

1. Go to the course Control Panel. Under the Course Tools section, select Tests, Surveys, and Pools.
2. Select Tests.
3. Select the ✔️ icon next to your test and Select Edit.
4. Select Reuse Question.
5. Select Create Random Block.
6. In the first section on the left hand side, select the Pool you want to add.
7. In the second section, on the left hand side, choose the types of questions you want to use (multiple choice, etc.).
8. Select Submit.
9. Repeat steps 4 through 8 to add more questions from other pools.

**Import a Test or Survey**

**Import Test** is a useful way to reuse a test. Only test packages created by Blackboard can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard can be imported only if they are in the proper format.

Go to the Control Panel under the Course Tools section; Select Tests, Surveys, and Pools.

1. Select Tests or Surveys.
2. Select Import Test.
3. Browse to find the file to import.
4. Select Submit.

**Deploy Options & Feedback**

**Deploying a Test**

Tests and surveys are deployed to students in the course by adding them to a content area. Once added to a content area, test properties, such as availability and presentation options, are managed there.

1. Select the content area where you want to deploy the test.
2. Select Assessments.
3. Select Test or Survey.
4. Select the test or survey and select Submit.
*Note: You cannot move or copy deployed assessments. If you need to change where the assessment is deployed, you will have to remove the original instance of the deployed assessment in the content area and add a new one.

Edit the Test

Tests allow the instructor to edit the name and description of a test or survey (commonly referred to as assessments). Options control the availability, presentation, and feedback for an assessment. These options are only available once an assessment has been deployed in a content area.

After a test or survey is deployed, the **Test Options** or **Survey Options** page appears. To edit an existing assessment, select **Edit the Test Options** or **Edit the Survey Options** from the menu.

The following are descriptions of the Test and Survey Availability options:

- **Make the Link Available** – Select Yes to make a link to the Assessment appear to students. If this option is set to No, it will not appear to students. Instructors may make the link available, and then use the **Display After** and **Display Until** fields to limit the amount of time the link appears.

- **Add a New Announcement for this Test** – Select Yes to create an announcement for the test or survey. The announcement will include the date and state “an assessment has been made available in [Course area that includes the link to the assessment]”. This announcement will appear in the Course Announcements.

- **Allow Multiple Attempts** – This option allows students to take the assessment multiple times. The status of multiple attempts is displayed to students at the top of the assessment. Select **Allow Unlimited Attempts** for students to take the assessment as many times as they wish. Select **Number of Attempts** and enter a numeral to indicate a specific number of attempts that is allowed. The score of each attempt will be recorded in the Grade Center. Blackboard allows you to specify which grade you would like to count in the grade center score calculation.

- **Force Completion** – Students must complete the assessment the first time it is launched if Force Completion is selected. Students may not exit the assessment and continue working on it at a later date. The Save button is
available for students to save the assessment as they work through it, but they may not exit and re-enter the assessment.

If the Force Completion option is enabled, it is noted and explained to students at the top of the assessment.

*Note: If Force Completion is not enabled, students may save their progress and complete the assessment at another time.

- **Set Timer** – Select this check box to set a time limit for finishing the assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes. The time elapsed is displayed to the Student during the assessment. A one-minute warning is also displayed as Students approach the time limit.

  Students who exceed the time limit are not kicked out of the test. An exclamation point (!) will appear in the Grade Center instead of the score, and the elapsed time will appear in the View Attempt page. The instructor can determine a grade to enter manually for the student.

- **Auto-Submit** – By turning Auto-Submit OFF the user is given the option to continue after time expires. By turning Auto-Submit ON the test will save and submit automatically when time expires.

- **Display After** – Select the date and time when the test will become available to Students. This field is optional.

- **Make the Link Available** option without setting specific dates.

- **Display Until** – Select the date and time the test will be made unavailable to Students. This field may be left blank.

- **Password** – Select this check box to require a password for students to access the assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.

**Test Availability Exceptions**

Do you have a student who need a test available for a longer period of time, requires more attempts, or will be taking the test during a time different than the rest of your class? If so, you can use Test Availability Exceptions.
To enable exceptions:

1. While editing the test options, under Test Availability Exceptions Select **on Add User or Group**.
2. A window will pop-up showing your students and groups. Select the box next to the student/group in which you are setting the exceptions for.
3. You will now see the student/group listed and may now edit their exceptions.
4. Under Attempts select either **Single Attempt**, **Multiple Attempts**, or **Unlimited Attempts**.
5. Under Timer you can set a time limit for this student/group. You also have the option to turn Auto Submit on.
6. Under Availability select the calendar icon to set availability times. After: will make the exam available after the date selected and Until: will make the exam available until the date selected.
7. Under Options you have the choice to enable or disable Force Completion.
8. To remove a user from the exceptions, select the X to the far right of the row.

*Note: 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.*

**Self-Assessment Options**
The following are descriptions of the Self-Assessment options:

- **Include this Test in Grade Center Score Calculations**: Select this option to include this test in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations.
- **Hide Results for this Test Completely from Instructor and the Grade Center**: Select this option to hide this test score from the instructor and in the Grade Center. The instructor cannot see the students’ answers; they will only be able to see whether a student has taken the test.
Feedback
When a test is deployed, there are various options as to how your students will view feedback. You may add more than one feedback view.

After Submission: Student can view feedback once they have submitted the test.
One-Time View: Student can only view the feedback once.
On Specific Date: Students can view the feedback on a certain date.
After Due Date: Students will be able to view feedback after the due date.
After Availability End Date: Students will be able to view feedback once the test is unavailable.
After Attempts are Graded: Students can view the feedback once the attempt has been graded.

Answers
Instructors have three different options when it comes to showing the student their answers.

All Answers: Shows all possible answers
Correct: Shows all correct answers
Submitted: Shows submitted answers

*Note: If you would like students to view all possible answers, the correct answer, as well as their submitted answer, all three boxes will need to be selected.

Feedback
Instructors can have set feedback for questions that will be displayed to the student. For example, the feedback may say “Please review Chapter 10”. Instructors can also go in and manually add feedback while grading.

Show Incorrect Questions
This option will show the student the questions that they answered incorrectly.

*Note: If the LockDown Browser is required, the student will not be able to view feedback in a different browser; they must be in the Lockdown Browser.
Test Presentation

There are a number of options for presenting questions on tests and surveys. The following are descriptions of each option:

- **All at Once** - Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question.
- **One at a Time** – Displays one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the assessment.
- **Prohibit Backtracking** – Prevent students from returning to questions they’ve already answered. (Only available if the questions are displayed one at a time).
- **Randomize Questions** – Randomize the questions for each assessment attempt. Each student will see the same questions, but in a different order.
Survey

Survey Feedback
Survey results and feedback are available to students after they complete a survey. You have the option to set up to two rules to show results and feedback.

After Submission:
Student can view feedback once they have submitted the survey.

One-Time View:
Student can only view the feedback once.

On Specific Date: Students can view the feedback on a certain date.

After Due Date: Students will be able to view feedback after the due date.

After Availability End Date: Students will be able to view feedback once the survey is unavailable.

After Attempts are Graded: Students can view the feedback once attempts have been graded.

Status
Choose whether or not to display the status of the survey to the student.