



Overall Summary

IT Services have produced guides and online resources to help staff convert face-to-face exams into online assessments for summer 2020. **This 6-page guide covers Option 3 of 3: Online Tests in Blackboard.**

→ For further support, advice and videos on the available options for online assessment in summer 2020 please visit our hub page at <https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/>

IMPORTANT: We strongly recommend before beginning you read the 'Guidance Notes for Designing and Running Online Exams' available at our hub page above as it covers many of the pedagogical, instructional and administrative considerations for online assessment in summer 2020. These individual guides cover the step-by-step process of creating an assessment using the chosen technology, in this online tests in Blackboard.

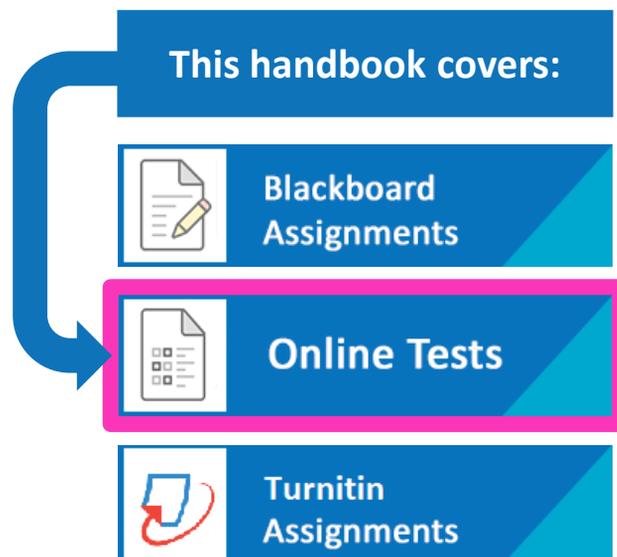
(document version 1.00; these files may be updated regularly so check the hub page above for latest versions)

Available Options

Separate guides have been produced covering the following use cases:

- **Assignments, Take-Home Offline Exams and Real-Time Online Exams**
 - Handbook covering the Blackboard assignment tool
 - Handbook covering Turnitin in Blackboard
- **Real-Time Online Exams involving MCQs**
 - Handbook covering the Blackboard Tests tool **[this document]**

Recommended option: IT Services recommend where possible that staff new to online assessment use the Blackboard assignment tool as it has the simplest workflow of the 3 tools. If you are familiar with Turnitin or online tests, these can be used also but please ensure they work as required before deploying them.



Summary of This Handbook: Option 3: Tests in Blackboard

This 6-page handbook covers how to create, grade and manage results for online tests in Blackboard. The tests tool in Blackboard offers a wide array of options for creating online tests including different question types and question pools. Please see the detailed information on the considerations surrounding the tests tool in the *Guidance for Designing and Running Online Assessments* handbook as tests are an advanced feature requiring significant planning and time to implement. The last page of this document also gives a sense of common submission issues.

This document will go through the steps of creating a test and also cover how you can trial that it works as required. Not all question types are covered in this handbook; instead you can click on More Help within Blackboard when creating a question or visit https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys

The Next Step: Creating a Blackboard Test

- The next 4 pages of this document cover step-by-step how to:
 1. Create a Test
 2. Set a Test's Options
 3. Trial & Grade a Test
 4. Release Test Results & Feedback
- The final page provides steps for how to handle issues students might encounter when submitting.

1. Creating a Test in Blackboard

This first section gives IT Services' recommended settings for creating a test in Blackboard.

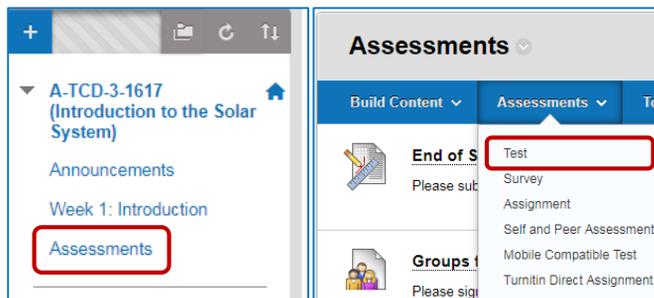
→ For further support and advice visit our [hub page](#) or email IT Services at itservicedesk@tcd.ie

1. Adding a Test to Your Blackboard Module

Access your Blackboard module and go to any folder in the module menu. We recommend you create a dedicated folder called 'Assessments' (via the + button, select **Content Area**, give it a name and make available) so that students can easily locate all assessed activities.

Once in a folder, choose **Assessments** from the menu and select **Test** then **Create a New Test**.

Enter a **name**, **description** and **instructions** and click **Submit**. You can also edit these after you have built the test when, for example, you know the exact instructions students will need.



2. Creating Questions

The **Test Canvas** is where you can create, reorder and edit questions. Click on **Create Question** then select a question type. You can also click on **Question Settings** which will let you control the options you see when creating each question.

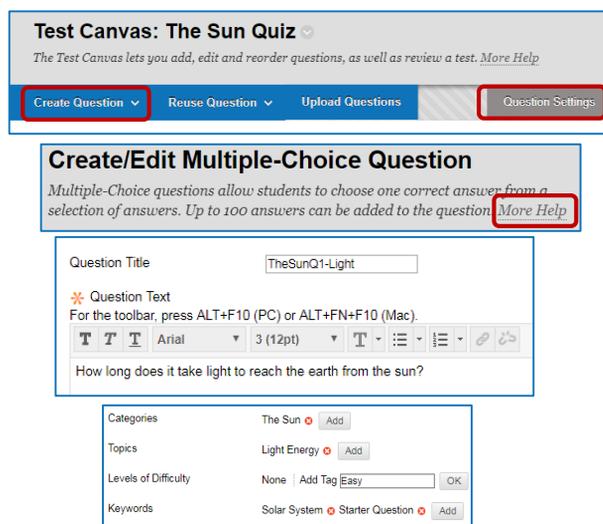
When creating a question, you can click on **More Help** to view a sample question and a description of the question type.

Enter a **Question Title**; this is only visible to you as the instructor. Then enter your question text and work through the options referring to **More Help** as needed.

If you are new to creating tests, we recommend that you don't use the **Extra Credit**, **Partial Credit** or **Negative Score** options as these can complicate the grading process significantly.

You can add feedback for correct and incorrect responses or leave these blank as needed. Optionally, you can also tag questions to help you sort and manage them.

Once you've created your question, click **Submit**.



3. Question Pools

Another way to create questions is using **Question Pools**. This means that when you create your test, you can pull questions randomly from a question pool using the **Question Sets** (select specific questions from a pool to draw randomly from) or **Random Block** (draw a certain number of questions randomly from the selected question pool) options under the **Reuse Question** button (next to Create Question).

To do this in advance, go into **Module Management** → **Tests, Surveys, Pools** → **Pools, Build Pool** and create your questions in the pool. You will then be able to draw questions from your pool when creating your test. For more information on this option please see help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Orig_Reuse_Questions

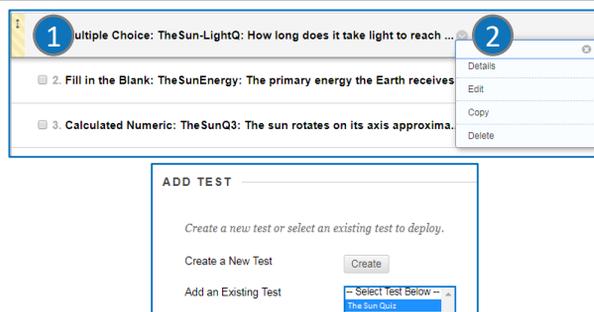
4. Editing & Managing Questions

You can reorder (1) and edit questions (2) as needed. Hover over a question & click on the down arrow to access the edit menu.

When you have finished creating your questions, click **OK** at the bottom right of the **Test Canvas**.

On the next screen, select your test from the 'Add an Existing Test' menu and click **Submit**.

You will then be brought to the **Tests Options** screen (covered in the next page).



5. The Next Step – Setting the Test Options

→ The next page covers how to set the options for the test.

2. Setting the Options for a Test in Blackboard

This second section gives IT Services' recommended settings for a test in Blackboard.

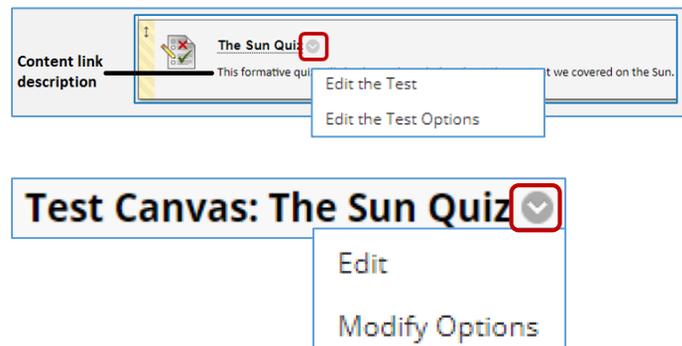
→ For further support and advice visit our [hub page](#) or email the Teaching & Learning IT team at bblearn@tcd.ie

1. Test Information

After creating your questions (see previous page), you will be brought to the **Test Options** screen. You can also access this screen by going to the folder containing the test and clicking on the down arrow next to the test link then **Edit the Test Options**.

Content Link Description refers to the text students will see alongside link to the test in the content folder. Usually you can use the same text as the test description (later if needed you can change this and the instructions by clicking **Edit the Test** then click the down arrow above next to the title of the test and **Edit**)

In the test options you can choose whether or not to **show the test description** and **show the instructions** to students. Leave open in new window as **No**.



2. Test Availability & Due Dates

Choose whether or not to make the link available to students yet at this stage. **Do not** add an automatic **announcement** – you can create an announcement separately if needed.

Select whether or not you want to allow multiple attempts. If you allow multiple attempts you can choose, for example, whether you want to score attempts using the last (i.e. most recent) attempt or the attempt with the highest score.

Do not select Force Completion. Force Completion means that if a student exits the test, their answers will be submitted automatically regardless of the cause (for example, if their internet connection goes down or their web browser crashes).

Instead, you can **set a timer** and select whether you want a student's answers to submit automatically after their time has elapsed. The timer will still count down if a student gets disconnected but this allows them to reconnect, resume and complete the remaining questions.

You can use **Display After & Display Until** to control when the link to the test is visible to students (as long as it is also Available as above)

The **password** option can be added if needed; this can be useful for adding an extra layer of security to the test before it is released. You can untick the password option from this screen when the time comes for students to take the test. **Note:** all module instructors and teaching assistants can view the test and this password; it simply restricts access from students.

3. Test Availability Exceptions, Due Date & Self-Assessment

If needed you can provide certain students with **test availability exceptions**; for example you could allow a particular student additional time to take a test. This is recommended for accessibility purposes for those students who require accommodation.

You can also set a **Due Date** and choose whether or not students can take the test after the due date passes.

Please note, selecting '**Do not allow students to start the Test if the due date has passed**' also applies to students with a test availability exception.

Under **Self-Assessment** options include **this test in the grade centre score calculations** and **do not select 'Hide results...'**

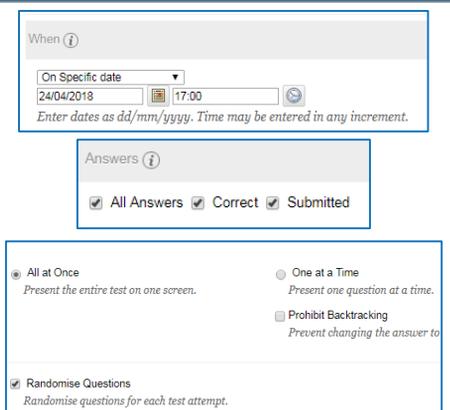
4. Test Results & Presentation

You can select up to two different criteria for how test results are released to students. The simplest option is to make the results available after a certain date when you know all students will have completed the test and all attempts will have been graded. Or you can just set both to –Choose– and change this at a later stage when you are ready to release results.

You can also choose the level of feedback provided when results are released. For example, you could hide the correct answers if you wanted students to retake the test at a later date.

Finally, choose how questions are presented. Generally, showing the questions **All at Once** works well as it limits the number of pages students need to view. However, if, for example, you have a test where a later question gives away the answer to a previous question, you could choose **One at a Time & Prohibit Backtracking**. You can choose **Randomise Questions** unless questions need to be in order.

Once you are ready, click **Submit**. You can edit these options again at any time by clicking the down arrow next to the link to the test and selecting **Edit the Test Options**.



5. The Next Step – Grading & Releasing Test Results

→ The next page covers how to grade and release results for a test.

3. Grading & Providing Feedback for Tests

This third section gives IT Services' recommended settings for grading and providing feedback for tests in Blackboard.

→ For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie

1. Grade Centre Column Visibility

To ensure students do not see **Scores** until you are ready to release them you can manually hide the grade centre column if needed:

- Open the **Full Grade Centre**
- Locate the column for the test and click on the drop-down arrow to see the options menu
- Select **Edit Column Information**
- Scroll to **OPTIONS**
- Set '**Include this Column in Grade Calculations**' and '**Show this Column to Students**' to **No**
- When you are ready to release scores and feedback to the student go back in and set both setting to **Yes**

Note: you can also control whether and when students see correct answers to tests and their responses under **the Test Options** (see previous page, '4. Test Results & Presentation')

The image shows two screenshots from the Blackboard interface. The left screenshot shows a dropdown menu for 'The Sun Quiz' with 'Edit Column Information' highlighted. The right screenshot shows the 'OPTIONS' section with three radio button options, all of which are set to 'No': 'Include this Column in Grade Centre Calculations', 'Show this Column to Students', and 'Show Statistics (average and median) for this column to Students in My Grades'.

2. Trialling a Test

It is important to trial your test throughout the development process. You can quickly trial a test as an instructor even if it is unavailable by clicking on its title in whichever content area you've added the test to (e.g. the Assessments folder). This will let you take the questions but the attempt won't be saved.

If you want to see what the test will be like for students and want to grade a sample submission for your test in the Grade Centre, you can use the **Student Preview** option (top right of the page in your module). Take the test as a student, exit (keeping the test data) and try grading this attempt in the Grade Centre. If using this option you will likely need to **password-protect your test** under **Test Options** before making it available for testing to ensure students cannot access it during development so be careful with this.

The image shows two screenshots from the Blackboard interface. The top screenshot shows the 'The Sun Quiz' title with a 'Begin' button. The bottom screenshot shows the 'Edit Mode is: OFF' status and the 'Enter Student Preview' button.

3. Grading a Test

Most tests are corrected automatically if they involve question types such as MCQs. However, if the test includes open questions such as short answers it will appear with a Needs Grading exclamation mark in the Grade Centre.

Click on the down arrow beside an attempt to access it and grade any questions that need to be manually graded. Enter a mark in the **points box**. Enter feedback in the **Response Feedback** section. Click **Submit**. You can also click on the down arrow at the top of the column to grade all attempts for a test grouped by user or question.

The image shows a screenshot of the Grade Centre. The title 'THE SUN QUIZ' is highlighted with a red box. Below it, a yellow exclamation mark icon is also highlighted with a red box, indicating that the test needs grading.

5. Feedback

Some options for **Feedback** will relate back to how you created your questions. For example, each **Correct** and/or **Wrong** answers can have built-in feedback that is provided automatically.

After a test has been submitted you can also add individual personalised feedback for each student:

- Go to the **Full Grade Centre**
- Hover over the cell showing an individual student mark and click on the drop-down arrow
- Click on **Attempt** and scroll to the last section **Feedback and Notes for Attempt**
- Enter your feedback into the **Feedback to Learner** area and click **Submit**

The image shows two screenshots from the Blackboard interface. The left screenshot shows a dropdown menu for 'Attempt 20/04/18 30.00' with 'Feedback and Notes for Attempt' highlighted. The right screenshot shows the 'FEEDBACK AND NOTES FOR ATTEMPT' section with a 'Feedback to Learner' text area and a rich text editor.

6. The Next Step – Managing Test Results

→ The next page covers how to manage test results in Blackboard.

4. Releasing & Managing Test Results

This fourth section gives IT Services' recommended settings for releasing and managing results for online tests in Blackboard.

→ For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie

1. Releasing Grades & Results

With Blackboard Tests, you can independently control when students see their grades or see the submitted & correct responses & feedback to test questions. This is useful for example if you just want to give students their grades without revealing the correct answers before everyone has done the test.

To make grade scores available:

- Open the **Full Grade Centre**
- Locate the column for the test and click on the drop-down arrow at the top of the column to see the options menu
- Select **Edit Column Information**, scroll down and set **Include this column in Mark Centre calculations & Show this column to students to Yes** and **Submit**.

To make Answers, Submitted Responses & Feedback Available:

- Go to the content area containing the test, click on the down arrow and select **Edit the Test Options**, scroll to the bottom
- Under Show Test Results you can set when and what information regarding the test questions is released then click **Submit**

2. How Students View their Grade and Feedback

Students may view their results and feedback through the **My Grades** section in Blackboard (in the **My Learning Space**). For convenience you can also add a link to **My Grades** to the **Module Menu (Tool Link → My Grades → Make Available to Users)**.

Student may access overall test feedback by clicking on the **Green Speech bubble**.

Clicking on the name of the test will open a list of all their attempts. From here clicking on the score allows the student to review all questions, question-related feedback and scores.

Date Created	Date Last Submitted or Edited	Calculated Grade
20-Apr-2018 11:54	20-Apr-2018 11:55	30

3. Item Analysis

The **Item Analysis** tool provides statistics on the test and on individual questions. You can use this information to analyse results to see which questions students had issues answering.

- Open the **Full Grade Centre**
- Locate the column for the test and click on the drop-down arrow to see menu option
- Select **Item Analysis** and click on **Run**

Item ID	Item Type	Item Difficulty	Item Discrimination	Item Statistics
1	Multiple Choice	0.75	0.8	100%

4. Advanced Options

Once you have mastered the basics you might like to explore some of the extended features in the test tool such as:

1. **Pools** – Selections or groups of questions that you can use in multiple tests. You can build pools of questions prior to creating a test. You can export and import pools between modules. The Pools option is found under the **Control Panel | Module Tools | Test, Surveys and Pools**.
2. **Question Set** – When adding questions to a test select a number of pre-existing questions and from these decide to randomly display a selection, e.g. display one question from a group of 3
3. **Questions Blocks** – When building a test you may have a pool of questions from which you can randomly select a number for a test, e.g. from block of 50 questions select 10.

Control Panel

- Files
- Module Tools
 - Achievements
 - Announcements
 - Blackboard Collaborate
 - Blackboard Collaborate Ultra
 - Tests, Surveys and Pools

1. Question Set

Success: Question set saved with 3 questions. Edit number of questions to display and points.

Total Questions: 3
Number of Questions to display: 1

2. Questions in the Set

Success: Random block saved. Edit number of questions to display and points.

Total Questions: 48
Number of Questions to display: 10

5. The Next Step – Managing Submission Issues

→ The next page covers how to manage common submission issues with tests.

5. Handling Submission Issues

General Procedure for Handling Submission Issues

If a student has issues submitting we would advise them to contact the module instructor so there is a record of this and because the instructor would need to make a determination as to whether to allow an additional attempt based on the different circumstances. **Resetting attempts needs to be done by the instructor of a particular module in the first instance; please do not advise students to contact the IT Service Desk directly for this.**

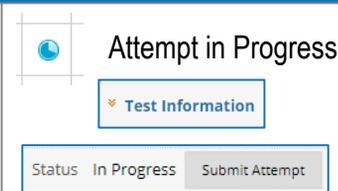
We strongly recommend that if there are submission issues due to account/access problems etc. with an individual student, please arrange alternative options until the issue is resolved. **If an instructor cannot resolve the issue themselves, the instructor can contact us for advice via itservicesdesk@tcd.ie**

Monitoring Submissions During a Test

Not everything relating to Blackboard tests can be fully automated; you will still need to monitor the Grade Centre during a test to make sure all students have completed a test. You will see students who have started a test as the icon will show a blue clock indicating an attempt is in progress. Also, if you give students 120 minutes to complete a test and release it at 10am, a student could still start the test at 10:30 and have 120 minutes to complete it. Thus at 12 you would need to make a determination as to whether any attempts that are still in progress are permitted to go over time (for example, a student allotted extra time) or need to be submitted now.

Submitting an Attempt on Behalf of a Student

If a student goes over the allotted time or forgets to submit their attempt, you can submit an in-progress attempt on their behalf. Open the Grade Centre and locate the cell for the In Progress Attempt. Click on the down arrow next to the clock and click View Attempt. At the very top, expand the Test Information section. If you are happy to submit the attempt, you can click **Submit Attempt**.



Allowing Another Attempt

In situations where a student submitted by mistake or you need to give them another attempt, you can do this by locating their attempt in the Grade Centre, click the down arrow next to it then View Grade Details. You can click **Ignore Attempt** which will preserve their earlier attempt and allow them to start a new one.

You may need to manually merge their score at a later stage; for example, in a ten-question test, if they answered questions 1-5 then submitted by mistake, then the second attempt they may just answer question 6-10. You could fill in scores for their missing responses 1-5 in their second attempt, referring to their first attempt where needed.

Connection Issues

In a timed test, if a student gets disconnected, the timer will continue to count down even if they do not currently have the test open. You can choose whether or not the test is submitted automatically after their time has elapsed. This will depend on the design of the test but generally speaking choosing **No** to this will give you the flexibility to give a student extra time on the day if they have an issue but means you need to monitor the Grade Centre after the due time to ensure students do not run over time unless permitted to do so.

We strongly recommend not using the Force Completion option as mentioned on page 3. If Force Completion is on, then if a student gets disconnected for whatever reason, the test will auto-submit. This option is intended more for invigilated exams in a computer lab rather than the current situation where students are on their home WiFi etc.

Answering Queries Relating to a Specific Question

One final tip: you may get queries relating to a specific test question from a student. But remember, if you chose to display questions & answers in a random order to students – their question 3 will be different from your question 3! So if there is a query, ask them to send you full details of the question so you can address any concerns.

Additional Information & Guides for Summer 2020

→ Visit www.tcd.ie/itservices to access more guides and resources