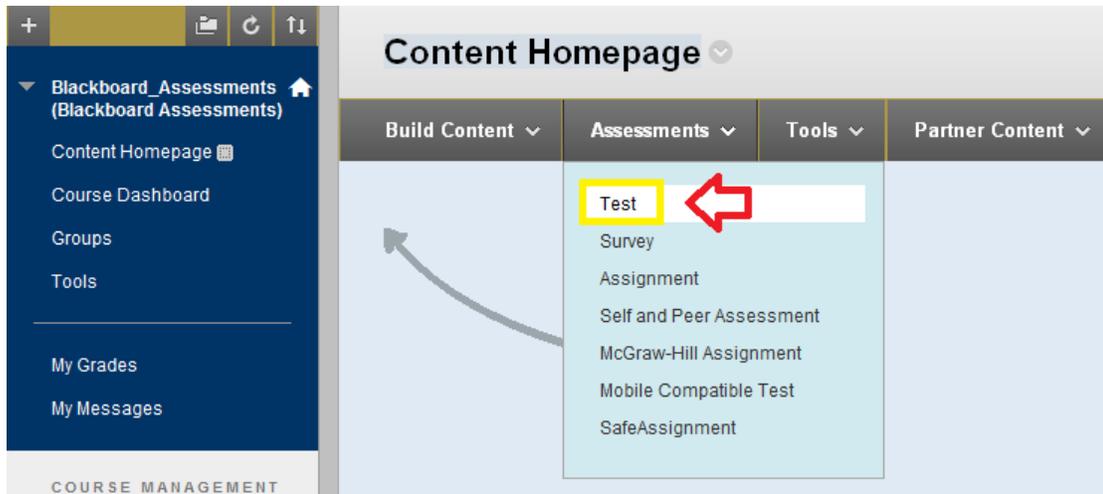
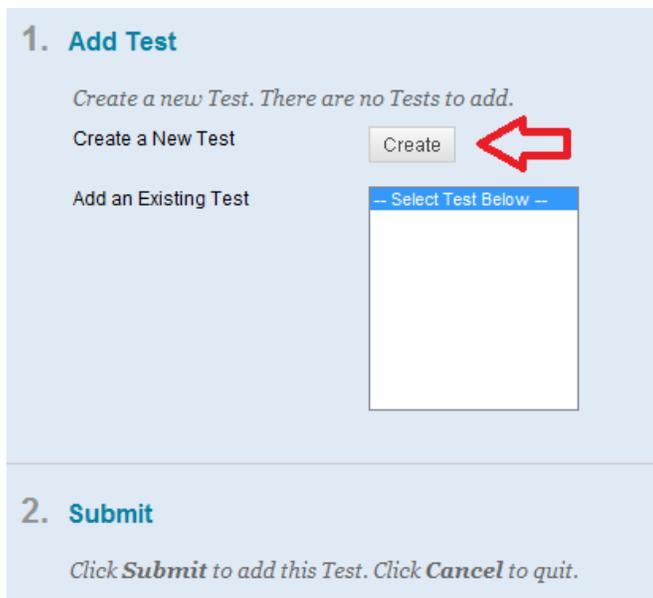


Blackboard Assessment Tool: How to Create a Test

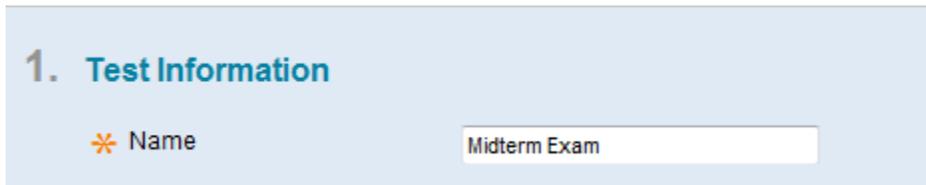
1. From a content page within your course such as the Content Homepage, click the “Assessments” tab option. If you do not see this option, please verify that the “Edit Mode” setting, located in the upper-right corner, is set to: ON. The Edit Mode must be ON to allow you to edit the course.



2. In the Create Test window, click the “Create” button then click Submit.



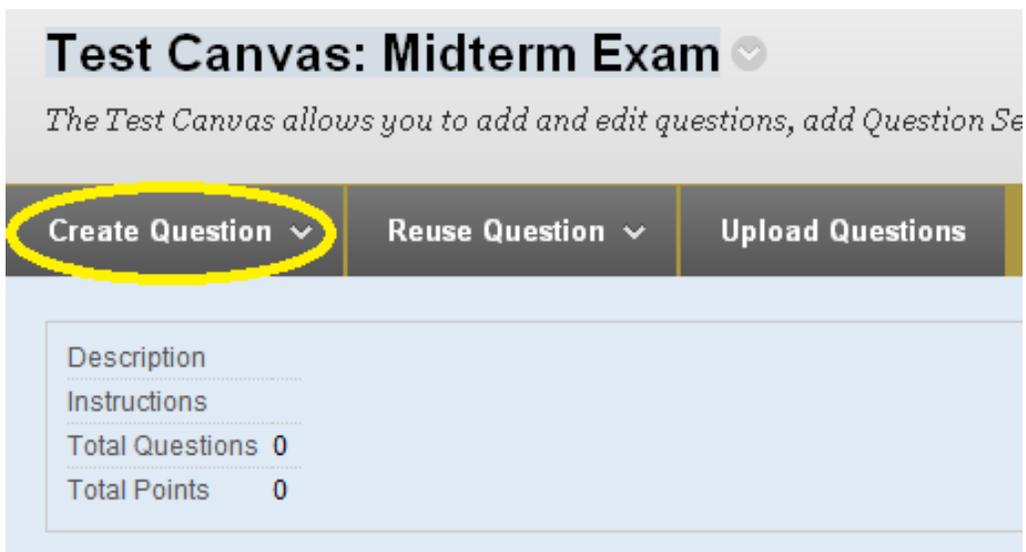
3. In the Test Information window, enter a title for your test then click Submit.



1. Test Information

* Name

4. From the Test Canvas screen, click on the “Create Question” tab to create questions.



Test Canvas: Midterm Exam ▾

The Test Canvas allows you to add and edit questions, add Question Sets

Create Question ▾ | **Reuse Question** ▾ | **Upload Questions**

Description	
Instructions	
Total Questions	0
Total Points	0

5. Please choose from the following question types:

Calculated Formula	Matching
Calculated Numeric	Multiple Answer
Either/Or	Multiple Choice
Essay	Opinion Scale/Likert
File Response	Ordering
Fill in Multiple Blanks	Quiz Bowl
Fill in the Blank	Short Answer
Hot Spot	True/False
Jumbled Sentence	

- After adding the desired number of questions, enter the points for each question. Click OK to complete the action.

Test Canvas: Midterm Exam ▾

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks

Create Question ▾ Reuse Question ▾ Upload Questions

Description This quiz covers materials from Module One.

Instructions Please complete the questions, be sure to save your answers.

Total Questions 16

Total Points 128

Select: [All](#) [None](#) | Select by Type: - Question Type - ▾

→ | Points | |

1. Calculated Formula: Miles: How many miles are there in [n] kilom...

Question	How many miles are there in [n] kilometers?
Answer Formula	$n \cdot 0.621371192$
Answer Range +/-	± 0
Number of Answer Sets	10

- In the following step, click Submit to add the test.

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Add an Existing Test

-- Select Test Below --
Final Exam
Midterm Exam

8. The following screen lists the Test Options.

Settings Summary -

Step #2 Test Availability

Make the Link Available	Select "Yes" to make the test available.
Add a New Announcement for this Test	Add an announcement to notify your students of the upcoming test.
Multiple Attempts	By leaving this section blank, the default, single-attempt option will be applied.
Force Completion	Applying this setting will force the students to complete the quiz in one setting. A drawback is that in the event of a technical issue, students will not be able to resume the test where they left off if their computer crashes.
Set Timer	Set a specified time duration for the students to complete the test.
Auto-Submit	Enabling this setting will automatically submit the test when the time limit expires. The Auto-Submit feature can be unnerving for students when their tests automatically closes and submits. Please note that by leaving this unselected, the submissions are still time stamped so you may still see if they went over the times limit.
Display After and/or Display Until	Allows the instructor to specify the release date and time or the test as well as an end date.
Password	An optional proctor password can be applied.

Step #3 Test Availability Exceptions

Add User or Group	You can set different test availability dates for select users or groups. The setting additionally allows accommodations for students with disabilities to allow them additional time to complete the test.
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Step #4 Due Date

Due Dates	Setting a Due Date will provide a visual notification to the students in Course Dashboard.
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Step #5 Self-assessment Options

Include this Test in Grade Center Score Calculations

This option allows the associated grade column to be included in weighted and total column formulas.

Hide Results for this Test Completely from Instructor and the Grade Center

Enabling this setting makes the test a self-assessment. The column will not be included in other calculated columns. The results cannot be accessed by the instructor.

Step #6 Show Test Results and Feedback to Students

The dropdown menu option allows the instructor to choose when to release the results of the quiz.

The options include after the submission as well as other date specific times.

The choices include displaying the Score, Answers, Correct and/or Submitted, and Feedback.

Tip – to fully hide the results from students so that they do not see their grade during the initial submission of their test, hide the associated column in the course Grade Center.

Step #7 Test Presentation

All at Once

Present the entire Test on one screen.

One at a Time

Present one question at a time.

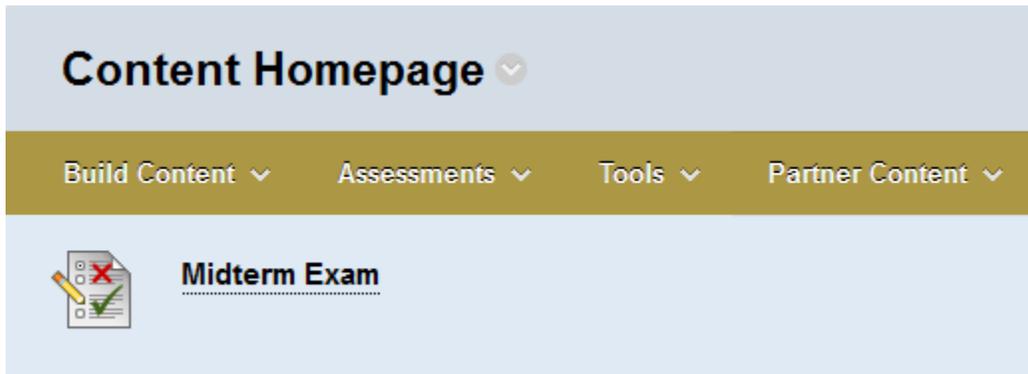
One at a Time + Prohibit Backtracking

Prevent students from changing their answer to a question once it has been submitted.

Random Questions

Randomizes the delivery of questions to each student to help insure academic integrity. Be careful with the wording of the questions if you use this feature. Try not to reference another question by number as the questions are not going to be delivered in the same for everyone.

9. The test will appear on the content page.



An extra, optional layer of security can be applied by requiring students to access the test through the **Respondus Lockdown Browser**. This specialized browser must be downloaded and installed by students with non-Villanova University issued laptops. The application is available through the “Resources” tab in Blackboard. The Lockdown Browser restricts students to the web-browser window which they’re taking the test from. They cannot access any other resources on their computer or the internet.

To apply the Lockdown Browser to a test, click on Tools from the menu on the left-side then go to “Respondus Lockdown Browser”. Click on the action-link to the left of the exam’s title then select “Modify Settings”. Next select the option “Require Respondus LockDown Browser for this exam” the click Save and Close.

For additional details go to:

<http://www.respondus.com/products/lockdown-browser/studentexit.shtml>

Next Steps: Refer to “How to Grade a Test”.