

Assessment: Test Manager Goucher College

<p>Assessment</p>	<p>In the Assessment Area of the Control Panel, instructors will be able to create Tests for students to complete online. Blackboard provides several options for tests. This module will explain the basics of Test Management, instructors will need to practice and try different formats to find the most appropriate one for their content and audience.</p>
<p>Click on Control Panel</p>	
<p>Go to the Assessment area in the Control Panel.</p> <p>Click on Test Manager</p>	
<p>Test Manager</p>	<p>The Test Manager is used to create, modify and remove tests</p> <p><i>Note: The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings but the Specify default point values for questions option is not available. Also, the Add Categories to questions option is not available on the Survey Creation Settings page. The Survey option will be explained in a separate module.</i></p>

Test Manager page opens. Instructors need to **create a test** first. After creating it, the test has to be **added to a Content Area**, and should be made available for students. This part will be explained at the end of this module.

SPECIAL PROJECTS > CONTROL PANEL > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

Add Test Import

Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove

OK

To create a test, select **Add Test**

Note: Each test appears automatically in the Gradebook.

SPECIAL PROJECTS > CONTROL PANEL > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

Add Test Import

Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove

OK

Test Information Page

The **Test Information** page opens

Complete **Name**, **Description** and **Instructions**.

Note: If the Test name is changed after it is created the name of the test in the Gradebook will not be changed. To change the name of the test, go to the Gradebook.

On the **Test Info Page** the instructors begin creating a test by selecting a name, description, and instructions.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [TEST MANAGER](#) > TEST INFORMATION



Test Information

Enter the name, description, and instructions.

1 Test Information

* Name

Description

Normal 3 Times New Roman **B** *I* U ~~S~~ ^{x₂} ^{x₂} |    |    

Path: [body](#)

Instructions

Normal 3 Times New Roman **B** *I* U ~~S~~ ^{x₂} ^{x₂} |    |    

Path: [body](#)

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel

Submit

Instructions should include directions for students.

After completing the required information, click on **Submit**

Test Information

Enter the name, description, and instructions.

1 Test Information

Name

Description

Instructions

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Test Canvas

The **Test Canvas** page is very important in the creation process. From this page instructors may modify the test name, description, and instructions. Additionally, the test canvas page serves as the template to add, modify, and remove questions. *Note: Avoid changing the test if students have already started answering the questions.*

The **Test Canvas** page opens.

In this page, instructors will add questions to the test created in the test page information.

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.


Add [Creation Settings](#)

Name Test 2
Description Week 2: Teaching Online
Instructions Complete test 2 after finishing all the readings for Week 2.

Select a question type from the Add Question drop-down list and click **Go**.

OK

Click on Creation Settings

 **Test Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add **Creation Settings**

Name Test 2
Description Week 2: Teaching Online
Instructions Complete test 2 after finishing all the readings for Week 2.

Select a question type from the Add Question drop-down list and click **Go**.

Creation Settings


This page allows instructors to control settings for the test such as question feedback, categorization of questions, and default point value.

The **Test Creation Settings** page appears.

Some settings are selected by default. Select more or deselect some according to your content and audience.

The options you select will be displayed for the test you are creating.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [TEST MANAGER](#) > [TEST CANVAS](#) > [TEST CREATION SETTINGS](#)

 **Test Creation Settings**

Display the following options during the creation of this Test

1 Feedback

Provide feedback for individual answers.

2 Images, Files, and External Links

Add images, files, and external links to questions.
 Add images, files, and external links to answers.

3 Question Metadata

Add categories, topics, levels of difficulty, and keywords to questions.

4 Scoring

Specify default point value for questions.
Default point value

Specify partial credit options for answers.
 Provide option to assign questions as extra credit.

5 Display

Specify random ordering of answers.
 Specify the horizontal or vertical display of answers.
 Specify numbering options for answers.

6 Submit

Click **Submit** to finish. Click **Cancel** to quit.

For this example all options have been selected. Each option will be explained below.

Display the following options during the creation of this Test

1 Feedback

Provide feedback for individual answers.

2 Images, Files, and External Links

Add images, files, and external links to questions.

Add images, files, and external links to answers.

3 Question Metadata

Add categories, topics, levels of difficulty, and keywords to questions.

4 Scoring

Specify default point value for questions.
Default point value

Specify partial credit options for answers.

Provide option to assign questions as extra credit.

5 Display

Specify random ordering of answers.

Specify the horizontal or vertical display of answers.

Specify numbering options for answers.

6 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Feedback
Select this checkbox to enter feedback for individual answers.
Note: True / False, Multiple Answers, Ordering and Matching questions do not have this option.

Display the following options during the creation of this Test

1 Feedback

Provide feedback for individual answers.

Images, Files, and External Links
Select this option to add Images, Files, or External Links in questions as well as to permit students to use them in their answers.

2 Images, Files, and External Links

Add images, files, and external links to questions.

Add images, files, and external links to answers.

Metadata (default)
Select this option to add categories and keywords to questions. This feature is used to search for questions divided by categories.

3 Question Metadata

Add categories, topics, levels of difficulty, and keywords to questions.

Note: This option creates an additional step in the test process.

Default Point

Value: With this setting all questions have the same value. Changing this value after the addition of some questions, will change the value only to the questions added, not the existing questions.

Partial Credit: This option is used to give students credit for partially completed answers, like matching two out of five options.

Extra Credit: Instructors are able to select this option for each question selected in this page. If the extra credit is assigned to a question, points are added if answered correctly but it will not be discounted for incorrect answers.

Display controls the look of the test.

Instructor's view of the test is different from students' view.

Click **Submit**.

4 Scoring

- Specify default point value for questions.
Default point value
- Specify partial credit options for answers.
- Provide option to assign questions as extra credit.

5 Display

- Specify random ordering of answers.
- Specify the horizontal or vertical display of answers.
- Specify numbering options for answers.

6 Submit

Click **Submit** to finish. Click **Cancel** to quit.



A synthesis of the settings selected is displayed. Click **OK** to exit.

Test Creation Settings

Provide feedback for individual answers.	Yes
Add images, files, and external links to questions.	Yes
Add images, files, and external links to answers.	Yes
Add categories, topics, levels of difficulty, and keywords to questions.	Yes
Specify default point values for questions.	Yes
Default point value	10
Specify partial credit options for answers.	Yes
Provide option to assign questions as extra credit.	Yes
Specify random ordering of answers.	Yes
Specify the horizontal or vertical display of answers.	Yes
Specify numbering options for answers.	Yes

Monday, October 23, 2006 4:35:14 PM EDT



Add Questions to a Test

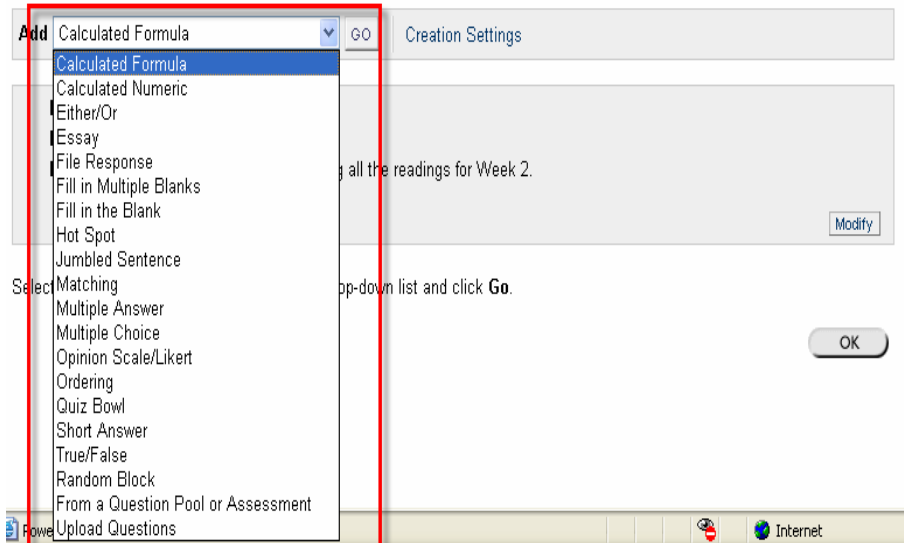
The **Add** question dropdown menu field includes several options.

You may use only one type or mix the questions according to your course.

In this module we will use different types to learn how to create a variety of questions.

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.



The screenshot shows the 'Test Canvas' interface. At the top, there is a header 'Test Canvas' with a checkmark icon. Below the header, there is a text box with instructions: 'Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.' Below the text box, there is a form with a dropdown menu labeled 'Add' and a 'Go' button. The dropdown menu is open, showing a list of question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, True/False, Random Block, and From a Question Pool or Assessment. The 'Add' dropdown is highlighted with a red box. To the right of the dropdown, there is a 'Creation Settings' button. Below the dropdown, there is a 'Go' button. At the bottom right, there is an 'OK' button. The interface also shows a 'Modify' button and a 'Upload Questions' button at the bottom left.

Either / Or Question

Either / Or Question

Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as:

Yes / No
Agree / Disagree
Right / Wrong
True / False

Note: This type of question is used in surveys to collect students' opinions.

Add/Modify Either/Or Question
Add the question text and point value, then indicate the correct answer. Provide feedback for user responses.

1 Question Text
Question Text: Instructors who use the Web have fears that their intellectual property will be stolen.
Path: body > p

Point Value
10
Extra credit only

Options
Answer Orientation: Vertical

2 Answers
Select the answer choices and select the correct answer.
Label: Agree / Disagree
Correct Answer: Agree
Disagree

3 Feedback
Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback
File: [Browse...]
Action: Create a link to this media file
External Link: [Link Name]

Incorrect Response Feedback
File: [Browse...]
Action: Create a link to this media file
External Link: [Link Name]

4 Categories and Keywords
Categories: None [Modify]
Levels of Difficulty: None [Modify]
Topics: None [Modify]
Keywords: [Enter keywords separated by commas]

Submit
Click Submit to finish. Click Cancel to quit.

Instructors need to choose the Label applied to the suggested answer, and select which answer is correct.

3 Answers
Select the answer choices and select the correct answer

Label: Agree / Disagree
Correct Answer: Agree
Disagree

As part of the quiz, instructors may add a picture and display the image within the page.

* Point Value: 10
Extra credit only


File: C:\Documents and Settings [Browse...]
Action: Display image within the page
External Link: [Link Name]
Link Name: [Link Name]

The example shows how a picture will look if embedded into the question. Use small images to display directly within the text. For larger images selecting to display the image as a link is recommended.

Question 3 **Either/Or** 10 points Modify Remove

Question

Instructors who use the Web have fears that their intellectual property will be stolen



Answer Agree Disagree

Essay Question

Select **Essay**: This type of question requires the instructor to provide students with a question or statement. Students are given the opportunity to type an answer into a text field. Instructors may use the Math and Science Notation Tool for this question.

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add **Essay** GO Creation Settings

Essay Question

Essay questions require direct input from the student. Essay questions need to be evaluated by instructors. Grades are entered manually for this type question.

Add/Modify Essay Question

Add the question text, point value, and an example of a correct answer.

1 Question

Question Text

Normal 3 Times New Roman B I U S x_2 x^2 [List icons]

Describe your legal rights on intellectual property.

Path: [body](#)

Point Value 10

Extra credit only

File Browse...

Action Create a link to this media file

External Link

Link Name

2 Answer

Add an answer to provide an example of a correct response.

Normal 3 Times New Roman B I U S x_2 x^2 [List icons]

Path: [body](#)

3 Categories and Keywords

Categories

None

Levels of Difficulty

None

Topics

None

Enter keywords separated by commas.

Keywords

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.




Required Field

To use equations and math functions you need to open the second line of the tool bar. Clicking on the math icons will open the editor.

1 Question

Question Text

Normal 3 Times New Roman B I U S x_2 x^2 [List icons]

Describe your legal rights on intellectual property.

WebEQ Equation Editor

WebEQ Equation Editor

Equation Name:

Font Size: Adjust Width: Adjust Height:

Powered by **WebEQ™** WebEQ Equation Editor

Math ML Equation Editor. HTML language is required.

MathML Equation Editor

Equation Name:

Font Size: Adjust Width: Adjust Height:

`<math>
<mi></mi>
</math>`

WebEQ Equation Editor

Instructors may provide an example of a correct response for students.

2 Answer

Add an answer to provide an example of a correct response.

Normal Times New Roman **B** *I* U ~~S~~ * x x²

Path: [body](#)

The ordering of the question can be changed using the dropdown menu.

Question 4 **essay** **10 points**

Question 1

Question 2

Question 3

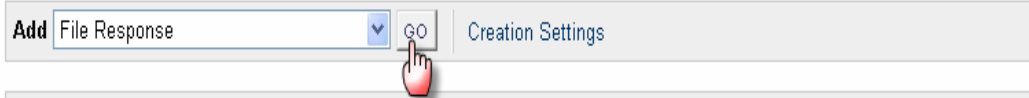
Question 4 Describe your legal rights on intellectual property.

Answer

File Response Question

Select File Response

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.



File Response Question

This type of question allows students to respond with a file document sent to the instructor. File responses will have to be graded manually by the instructor. This is another type of question that requires direct input from the students in the form of an essay, report, or research. Users upload a file from the local drive as the answer to the question. It is a good solution for complex essay questions.

Add/Modify File Response Question

Add the question text and point value for this question. When users take the assessment, they will be asked to upload a file as a response.

1 Question

Question Text

Normal 3 Times New Roman B I U S x₂ x² [List icons]

Explain how you may track down authorship using the web.

Path: body

Point Value

10

Extra credit only

File

Browse...

Action

Create a link to this media file

External Link

Link Name

2 Categories and Keywords

Categories

Modify

None

Levels of Difficulty

Modify

None

Topics

Modify

None

Enter keywords separated by commas.

Keywords

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Type the question or text. Use the tool bar to make changes to the text such as size, color, and font.

Question

Question Text

Normal 3 Times New Roman B I U S x₂ x² [List icons]

Explain how you evaluate sites on the Web based on:

1. **authorship**
2. **Verifiability**
3. **Currency**

Path: body > p

Because it was selected in creation settings, instructors may add an **External Link** and a **Link Name** for students to review the topic.

Extra credit only

File

Action

External Link ←

Link Name ←

The example shows the instructor's view of the **File Response** question.

Question 5 **10 points**

Question

Explain how you evaluate sites on the Web based on:

1. **authorship**
2. **verifiability**
3. **currency**

What to consider

Fill in Multiple Blanks

Select **Fill in Multiple Blanks**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add

Fill in Multiple Blanks.

Add/Modify Fill in Multiple Blanks Question

Add question text that includes up to 10 variables in square brackets [x] corresponding to locations in the text where the fill in the blank fields should appear. Variables must be unique and cannot be reused. Click **Next** after completing the fields on this page to specify answers.

1 Question

Question Text ←

Path:

Point Value

Extra credit only

File

Action

External Link

Link Name

2 Options

Allowing partial credit will give a fraction of the total points for partially correct answers.

Allow Partial Credit

3 Submit Information

Multiple Blanks questions require direct input from students.

Enter the question. Enter each blank as a variable surrounded by square brackets. For example, William **[blank_1]** wrote Romeo and **[blank_2]**.

Click **Next**

With Fill in the blanks questions, it is better to **allow**

partial credit, to be fair to students who complete only part of the blanks.

Click **Next**

2 Options


Allowing partial credit will give a fraction of the total points for partially correct answers.

Allow Partial Credit 

In this page instructors will add the word for the fill in the blank activity. You may add more than one correct word for each blank.

Correct and incorrect feedback is also available.

Click **Next**.

 **Add/Modify Fill in Multiple Blanks Question**

Enter one or more correct answers for each variable in the question. Click **Next** after completing the fields on this page to provide feedback for responses.

1 Question Text

Time [blanck_1] on [blanck_2] use by faculty: [Blanck_3] years.

2 Answers for: blanck_1

Number of Answers

Answer 1

Correct Response Feedback

Normal Times New Roman **B I U S x₂ x²**

correct

Path: [body](#)


File

Action

External Link

Link Name

Complete feedback for correct and incorrect responses. This is an individual feedback for each fill in the blank.

 **Add/Modify Fill in Multiple Blanks Question**

1 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowe answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Normal Times New Roman **B I U S x₂ x²**

Correct

Path: [body](#)

Instructors may collapse the correct and incorrect response feedback to be able to see the number of blanks and the answer needed for each.

To increase the number of possible answers, select the down arrow next to the number of answers.

Click Next.

Add/Modify Fill in Multiple Blanks Question

Enter one or more correct answers for each variable in the question. Click **Next** after completing the fields on this page to provide feedback for responses.

1 Question Text
Time [blank_1] on [blank_2] use by faculty: [blank_3] years.

2 Answers for: blank_1
Number of Answers: 1
Answer 1: limit
Correct Response Feedback
Incorrect Response Feedback

3 Answers for: blank_2
Number of Answers: 1
Answer 1: fair
Correct Response Feedback
Incorrect Response Feedback

4 Answers for: blank_3
Number of Answers: 1
Answer 1: two
Correct Response Feedback
Incorrect Response Feedback

5 Submit Information
Click **Next** to specify feedback. Click **Back** to return to the previous page. Click **Cancel** to quit.

Back Cancel Next

This feedback corresponds to the general feedback after completing all blanks. The example shows the inclusion of icons as part of the incorrect and correct general feedback.

Note: If students complete part of the blanks, they will get an incorrect feedback at the end.

Add/Modify Fill in Multiple Blanks Question

1 Feedback
Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback
Correct
Path: body

File
External Link
Link Name

Incorrect Response Feedback
Incorrect
Path: body

File
External Link
Link Name

2 Categories and Keywords
Categories: None
Levels of Difficulty: None
Topics: None
Enter keywords separated by commas.
Keywords:



3 Submit Information
Click **Submit** to save this Fill in Multiple Blanks question. Click **Cancel** to quit.

Back Cancel Submit

The image shows how the **Multiple Blanks Question** looks after the instructor completes the creation steps.

Question 6 **Fill in Multiple Blanks** 10 points Modify Remove

Question Time [blank_1] on [blank_2] use by faculty: [blank_3] years.

Answers for: blank_1 limit
 Answers for: blank_2 fair
 Answers for: blank_3 two
 Correct Feedback Correct 
 Incorrect Feedback Incorrect 

[Add Question Here](#)

Fill in the Blank Question

Select **Fill in the Blank**


Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Use this question when only one answer is possible.

Add **Fill in the Blank** GO Creation Settings



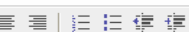
Fill in the Blank Questions:
 Keep answers simple, because they are evaluated based on an exact text match by the system.

 **Add/Modify Fill in the Blank Question**

Add the question text and point value, then add answers for all possible correct responses. Provide feedback for user responses.

1 Question

Question Text

Normal 3 Times New Roman **B I U S** x_2 x^2 

What is the name of the textbook?

Path: [body](#) > [p](#) > [span](#)

On the first feedback you may add a hint for students.


2 Answers

Add answers for all possible correct responses.

Answers

Number of Answers 1

Answer 1 Teaching Online

Feedback: Normal 3 Times New Roman **B I U S** x_2 x^2 

Authors Susan Ko & Steve Rossen

If the same question can be answered with different correct answers, change the number of answers from one to the number of answers you need. Type the answer in each answer number box and provide hints for each.

Click **Submit**

Answers

Add answers for all possible correct responses.

Answers

Number of Answers: 2

Answer 1 Teaching Online

Feedback: Normal Times New Roman

Authors Susan Ko & Steve Rossen

Path: body

File Browse...

Action Create a link to this media file

External Link

Link Name

Answer 2 Online A Practical Guide

Feedback: Normal Times New Roman

Title and subtitle

Path: body

File Browse...

Action Create a link to this media file

External Link

Link Name

Fill in the Blank question (instructor's view). It lists two correct answers for the question asked by the instructor.

Question 7 **Fill in the Blank** 10 points Modify Remove

Question What is the name of the text book?

Answer Teaching Online
Teaching Online A Practical Guide

Correct Feedback Correct

Incorrect Feedback Incorrect

[Add Question Here](#)

Hot Spot Question

Select **Hot Spot**

Hot Spot refers to the area of an image that, when selected, yields a correct answer.

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add Hot Spot GO Creation Settings

A **Hot Spot** is used to point to something inside a picture. You will need to have a picture in your files to be able to use this question. Use upload image.

This type of question is useful in subjects like geography, anatomy, and foreign languages for example.

Click **Next**

Add/Modify Hot Spot Question

Add the question text, set the point value, and upload an image file that will be used for specifying a hot spot answer. Click **Next** after completing the fields on this page to continue building this question and provide response feedback.

1 Question

Question Text

Normal 3 Times New Roman B I U S x₂ x² [List icons]

Which device do participants need for the Live Class online?

Path: body > p

Point Value 10

Extra credit only

File C:\Documents and Settings [Browse...]

Action Create a link to this media file

External Link []

Link Name []

2 Upload Image

Attach local file C:\Documents and Settings\adval001\My Docu [Browse...]

3 Submit Information

Click **Next** to continue building this Hot Spot question. Click **Cancel** to quit.

Cancel Next


Instructors will use the picture to select the area students need to mark to answer the question. A range of pixel coordinates points to the right area.

Complete correct and incorrect feedback and click **Submit**.

Add/Modify Hot Spot Question

1 Answers

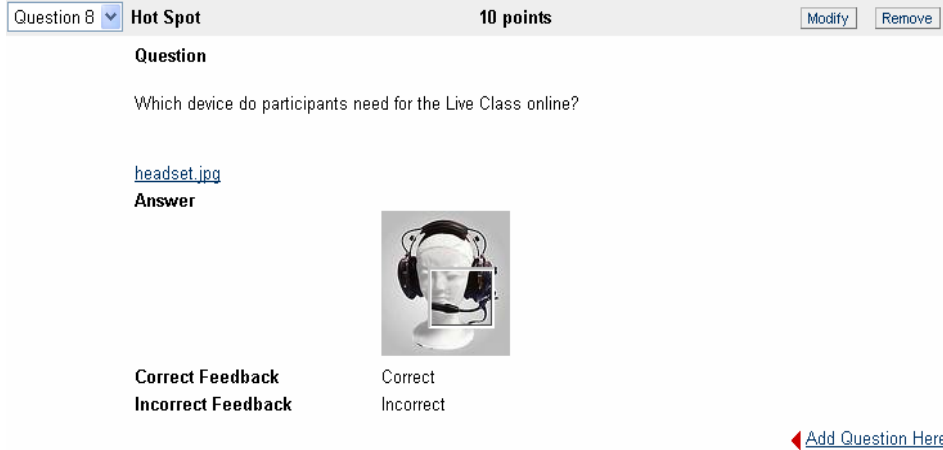
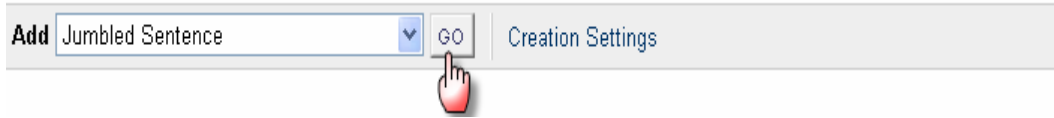


Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.



Top Left Coordinates 36, 41

Bottom Right Coordinates 88, 86

Clear

<p>The Hot Spot question has been added. The image shows the instructor's view.</p>	
<h3>Jumbled Sentence</h3>	
<p>Click on Jumbled Sentence</p> <p>Users are shown a sentence with words that are to be selected from a dropdown menu.</p>	<p>Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.</p> 
<p>Jumbled Sentence Question</p> <p>Add the sentence with the blanks inside brackets. Blanks are the words students will have to select from the dropdown menu to complete the sentence.</p>	<p> Add/Modify Jumbled Sentence Question</p> <p>Add question text that includes variables in square brackets [x] corresponding to locations in the text where the drop-down list of answers should appear. Variable names must be unique and cannot be reused. Click Next after completing the fields on this page to specify correct answers.</p> <p>1 Question</p> <p>Question Text</p> <p>Faculty [may] demonstrate [their] multimedia creations [at] professional symposia and retain [them] in their own portfolios</p> <p>Path: body</p>
<p>Allowing Partial Credit is recommended in this type of exercise.</p>	<p>2 Options</p> <p>Allowing partial credit will give a fraction of the total points for partially correct answers..</p> <p>Allow Partial Credit <input checked="" type="checkbox"/> </p>

Type the answers in the order you want them to appear in the dropdown menu. Change the order so the dropdown menu does not present the words in the order that should appear in the correct sentence.

Click on **Next**

3 Answers

Select the number of answers for this question and enter the answers that will appear in the drop-down list.

Number of Answers

Answer 1

Answer 2

Answer 3

Answer 4

4 Submit Information

Click **Next** to specify correct answers and provide feedback. Click **Cancel** to quit.

Select the correct answer for each blank. Provide correct and incorrect feedback.

Click **Submit**

Add/Modify Jumbled Sentence Question

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

1 Correct Answers

Faculty demonstrate multimedia creations professional symposia and retain in their own portfolios

2 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Normal Times New Roman **B I U S x² x³** [List icons]

The preview shows the sentence, the dropdown list (not in the correct order), and the complete correct sentence.

This type of question is useful to practice sentence structure and grammar.

Question 9 **Jumbled Sentence** **10 points**

Question Faculty [may] demonstrate [their] multimedia creations [at] professional symposia and retain [them] in their own portfolios

Drop-down List of Answers their
them
may
at

Answer Faculty ✓ **may** demonstrate ✓ **their** multimedia creations ✓ **at** professional symposia and retain ✓ **them** in their own portfolios

Correct Feedback Correct

Incorrect Feedback Incorrect

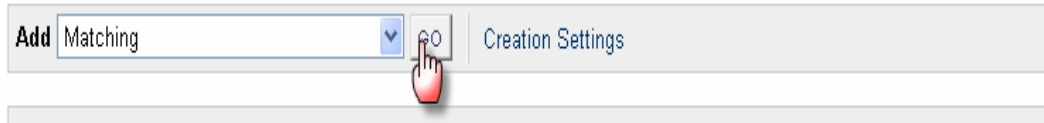
[◀ Add Question Here](#)

Matching Sentences

Select **Matching**

In matching questions users are asked to pair items in one column from items in another column.

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

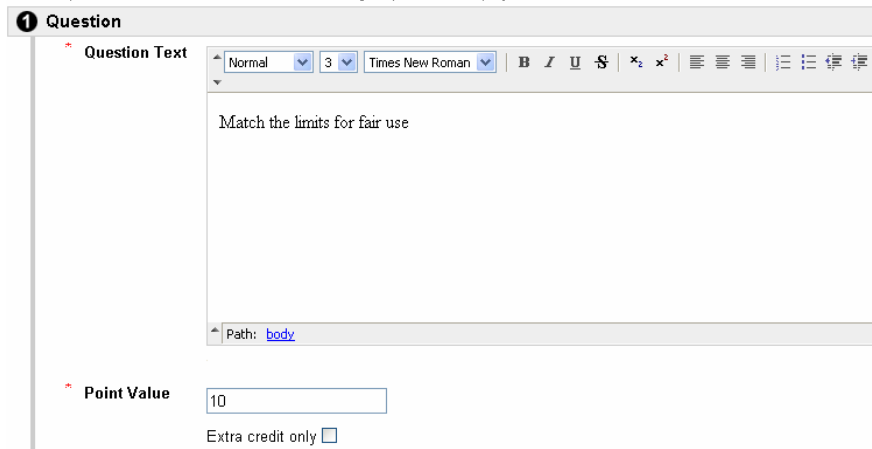


Type the question and select the value.

Partial credit is by default selected because if students do not match all the parts they can get partial credit for answers that were correct.

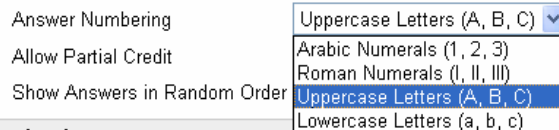
Add/Modify Matching Question

Add the question text, the set of items, and matching responses in display order.




Select the format for displaying the answers like uppercase, numerals, lowercase, etc.

2 Options



Select **Show Answers in Random Order**.

2 Options

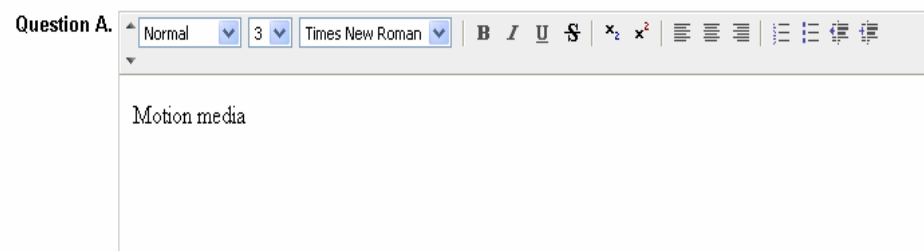


Type the questions in **Question Items** and matching answer in **Answer Items**. Instructors may include a different number of questions and answers to make the quiz more complex.

3 Question Items

Select the number of question items. Fill in the question item fields in the order the items will be displayed.

Number of Questions



The example shows the answer for question A.

Click **Next**

4 Answer Items

Select the number of answer items. Fill in the answer item fields in the order the items will be displayed.

Number of Answers

Answer A. **B** *I* U ~~S~~ x_2 x^2 | | |

up to 10 percent or 3 minutes

Match the question with the correct answer using the dropdown arrow.

Click **Submit**

1 Assign

Match each question item to the correct answer item using the drop-down list.

Match	Question Items	Answer Items
<input type="text" value="2"/>	1. Motion media	1. 250 words
<input type="text" value="1"/>	2. Text	2. 3 minutes
<input type="text" value="2"/>	3. Poems	3. 30 second
<input type="text" value="3"/>	4. Music	4. 1,000 words
<input type="text" value="4"/>		5. 500 words

Instructor's view of a Matching question. It shows the matching number for each question.

Question 10 **10 points**

Question

Match the limits for fair use

Answer

Match	Question Items	Answer Items
<input type="text" value="2"/>	1. Motion media	1. 250 words
<input type="text" value="4"/>	2. Text	2. 3 minutes
<input type="text" value="1"/>	3. Poems	3. 30 second
<input type="text" value="3"/>	4. Music	4. 1,000 words
		5. 500 words

Correct Feedback Correct
Incorrect Feedback Incorrect

[Add Question Here](#)

Multiple Answer

Select **Multiple Answer**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add [Creation Settings](#)

Type the question, select the value.

Note: This type of question is used when more than one answer is correct.

Add the question text, then set the point value and the number of answers. Add the answer choices, indicate the correct answers, and provide feedback for user responses.

1 Question

Question Text **B** *I* U ~~S~~ x_2 x^2 | | |

Select the skills that are important for online students

Select Display Options, Partial Credit.

Type the answer. Click on the square if the answer is correct. Add correct and incorrect answers.

2 Options

Answer Numbering: Arabic Numerals (1, 2, 3)

Answer Orientation: Vertical

Allow Partial Credit:

Show Answers in Random Order:

3 Answers

Select the number of answer choices, fill in the fields with possible answers, and check the correct answers.

Number of Answers: 4

Correct Answer 1.

Normal 3 Times New Roman B I U S x₂ x²

Owning a car

Example of **Multiple Answer** question from instructor's view. It shows two correct answers.

Question 11 **Multiple Answer** **10 points**

Question

Select the skills that are important for online students

Answer

- 1.
- Driving a car
- ✓ 2. Handling email communications
- 3.
- Access to Downtown
- ✓ 4. Access to the WWW

Correct Feedback Correct :-)

Incorrect Feedback Incorrect

Multiple Choice

Select **Multiple Choice**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add question. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add Multiple Choice Creation Settings

Type the question

Multiple choice questions are used when only one answer is correct.

Add/Modify Multiple Choice Question

Add the question text, then set the point value and the number of answers. Add the answer choices, indicate the correct answer, and provide feedback for user responses.

1 Question

Question Text

Normal 3 Times New Roman B I U S x₂ x²

What kind of network has your institution set up?

Type answers and select the answer that is correct.

3 Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1. ←

The image shows the **Multiple Choice** example question and the correct answer from the instructor's view.

Question 12 **Multiple Choice** **10 points** Modify Remove

Question What kind of network has your institution set up?

Answer ✓ 1. Cable ←

2. DSL

3. Dial-up

4. LAN

Correct Feedback Correct

Incorrect Feedback Incorrect

[Add Question Here](#)

Opinion Scale / Likert

Select **Opinion Scale / Likert**

Add [Creation Settings](#)

Type the question.

The scale provides choices like Strongly Disagree, Agree, Strongly Agree.

Add/Modify Opinion Scale/Likert Question

Add the question text, then set the point value and the number of answers. Add the answer choices, indicate the correct answer, and provide feedback for user responses.

1 Question

Question Text

Select the options.

Select the answer that is more appropriate to the question asked.

Click **Submit**

2 Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

3 Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1. ←

The example shows the question and the correct answer selected.

Note: This type of question is more appropriate for surveys.

Question 13 **Opinion Scale/Likert** 10 points Modify Remove

Question An educator adhering to the Fair use Guidelines is immune from liability in a suit.

Answer ✓ 1. Strongly Agree
2. Agree
3. Neither Agree nor Disagree
4. Disagree
5. Strongly Disagree
6. Not Applicable

[Add Question Here](#) OK

Ordering

Select **Ordering**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add Creation Settings

Type a question that requires the ordering of the information provided.

Add the question text, set the point value, then add the answers in the correct order. Click **Next** to set the display order for the answers and provide feedback for user responses.

1 Question

Question Text

The user is shown the answer and responds by entering the question.

Add/Modify Quiz Bowl Question

Quiz Bowl questions require the answer to be in the form of a question. Specify one or more interrogatives and one or more phrases that must be included in the answer.

1 Question

Question Text

Normal 3 Times New Roman B I U S x x²

Provided answer Any online area in which instructors and students "meet", via their computer connections, for course activities.

Path: body

Point Value 10


Extra credit only

Instructors may allow partial credit.

Select the interrogative(s) appropriate for the question. Instructors may add more interrogatives using the dropdown menu. Remove interrogatives that are not correct.

2 Options

Allowing partial credit will give a percentage of the total points if the answer includes at least one of the specified answer phrases but none of the specified interrogatives.

Allow Partial Credit 


Partial Credit % 0

3 Interrogatives

Enter one or more correct interrogatives that must be included in the answer to indicate that the answer is in the form of a question.

Number of Interrogatives 4

Interrogative 1 Who

Interrogative 2  What

Interrogative 3 When

Interrogative 4 Where

Complete the answer. Instructors may add more than one answer. This phrase should appear in the students' response to receive credit.


Complete the response feedback.

Click **Submit**

4 Answer Phrases

Add answers for all possible correct answer phrases.

Number of Answer Phrases 1


Answer Phrase 1 is a virtual classroom? 

5 Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback


Normal 3 Times New Roman B I U S x x²


Correct 

The view to the right shows the question (which is the answer), the appropriate interrogative word and the phrase that users will have to complete.

Question 15 Quiz Bowl 10 points

Question Any online area in which instructors and students "meet", via their computer connections, for course activities.

Interrogatives What 

Answer Phrases is a virtual classroom? 

Correct Feedback Correct

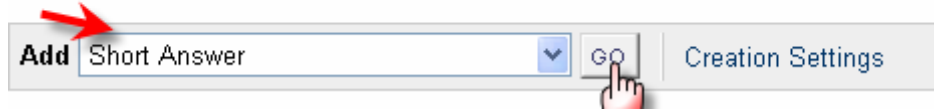
Incorrect Feedback Incorrect

Short Answer

Select **Short Answer** and click **GO**

Note: Short answer questions are similar to essay questions.

Add, modify, and remove questions. Select a question type from the Add Question which default options, such as feedback and images, are available for question cr



Add Short Answer Creation Settings

This type of question should be graded manually by the instructor.

Write a question inside the question textbox. Select a question that will be answered with a short paragraph or a definition.

Add/Modify Short Answer Question

Add the question text, point value, and an example of a correct answer.

1 Question

Question Text

Normal 3 Times New Roman B I U S x₂ x²

What is **streaming media**?

Path: body > p

Point Value

10

Extra credit only

2 Answer

Add an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field 3

Normal 3 Times New Roman B I U S x₂ x²

Path: body

Select the number of rows that will be displayed in the answer field. This is a guideline; it does not prevent users from writing more.

Add an example answer when appropriate.

3 Categories and Keywords

Categories

Modify

None

Levels of Difficulty

Modify

None

Topics

Modify

None

Enter keywords separated by commas.

Keywords

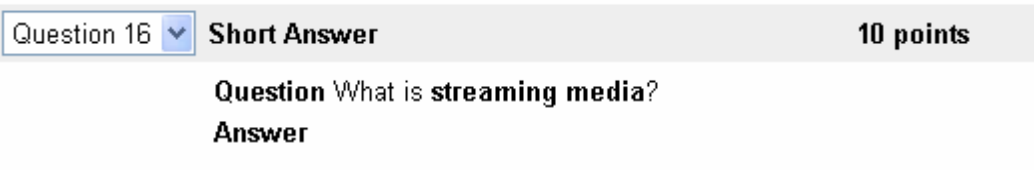
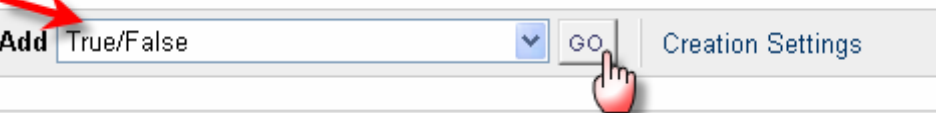



4 Submit

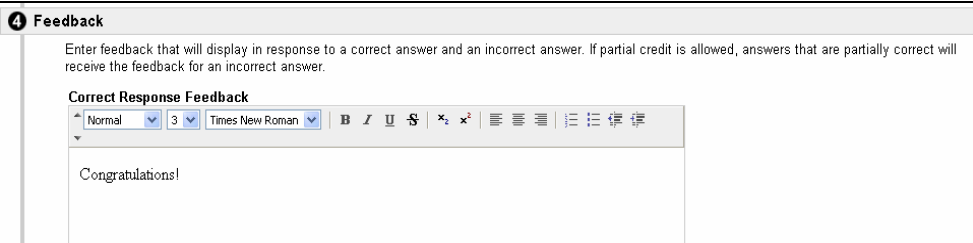
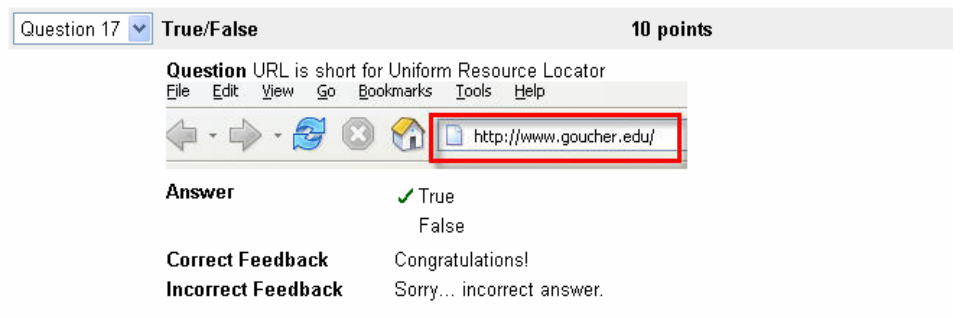
Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

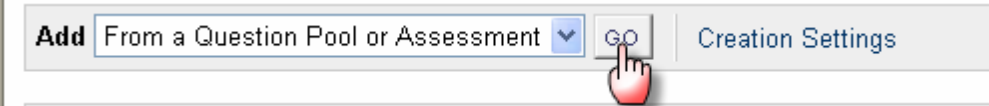
Cancel Submit

For Short Answer questions it may be useful to complete the categories, level of difficulty, topics and keywords which can be used to track and organize the questions by theme. Click **Submit**

<p>The image shows the instructor's view of the short answer question.</p>	
<p>True / False</p>	
<p>Select True / False and click GO</p>	<p>Add, modify, and remove questions. Select a question type from the Add Question default options, such as feedback and images, are available for question creation.</p> 
<p>Write a phrase that can be answered only by selecting true or false.</p> <p>Select the point value</p>	<p>Add the question text and point value, then indicate the correct answer. Provide feedback for user responses.</p> <p>1 Question</p> <p>Question Text</p> <p>URL is short for Uniform Resource Locator</p> <p>Point Value</p> <p>10</p> <p>Extra credit only <input type="checkbox"/></p>
<p>A picture has been added to the question. It will be displayed within the page.</p>	<p>Point Value</p> <p>10</p> <p>Extra credit only <input type="checkbox"/></p> <p>File  C:\Documents and Settings\ Browse...</p> <p>Action Display image within the page </p> <p>External Link</p> <p>Link Name</p>
<p>Select the orientation of the answers.</p> <p>By default the True answer is selected. Click on False to change it.</p>	<p>2 Options</p> <p>Answer Orientation Vertical </p> <p>3 Answers</p> <p>Correct Answer Answer Choices</p> <p><input checked="" type="radio"/> True</p> <p><input type="radio"/> False</p>

<p>Add feedback for correct and incorrect answers.</p>	
<p>The image shows the True / False question after it was completed by the instructor.</p>	

Add Questions From The Pool Manager / Assessment

<p>This feature helps instructors to move questions from different assessments. Select From a Question Pool or Assessment and click on GO</p> <p><i>Note: Pool Manager is the same as Assessment Manager, but does not provide grading to the questions added. It is only to design questions for future use in different assessments.</i></p>	<p>Add, modify, and remove questions. Select a question type from the Add Question d default options, such as feedback and images, are available for question creation.</p> 
--	---

Select the name of the test from which you want to find questions.

Select the Question types.

Click on **Search**

Note: Advanced Search uses the cues that were mentioned before like categories, topics, and level of difficulty that instructors have assigned to each question. This is useful to instructors.

SEARCH ADVANCED

Search the Pools and assessments below:

- Tests--
- Test 1
- Test 2
- Pools--

Question types

<input checked="" type="checkbox"/> All	<input type="checkbox"/> True/False
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Matching
<input type="checkbox"/> Multiple Answer	<input type="checkbox"/> Ordering
<input type="checkbox"/> Fill in the Blank	<input type="checkbox"/> Essay
<input type="checkbox"/> Calculated Numeric	<input type="checkbox"/> Calculated Formula
<input type="checkbox"/> File Response	<input type="checkbox"/> Hot Spot
<input type="checkbox"/> Fill in Multiple Blanks	<input type="checkbox"/> Jumbled Sentence
<input type="checkbox"/> Opinion Scale/Likert	<input type="checkbox"/> Short Answer
<input type="checkbox"/> Either/Or	<input type="checkbox"/> Quiz Bowl

Cancel Search

The **Advanced Search** does not show any categories, topics, or level of difficulty because none was assigned to each question.

SEARCH ADVANCED

Search the Pools and assessments below:

- Tests--
- Test 1
- Test 2
- Pools--

Related Categories
None available

Related Topics
None available

Related Levels of Difficulty
None available

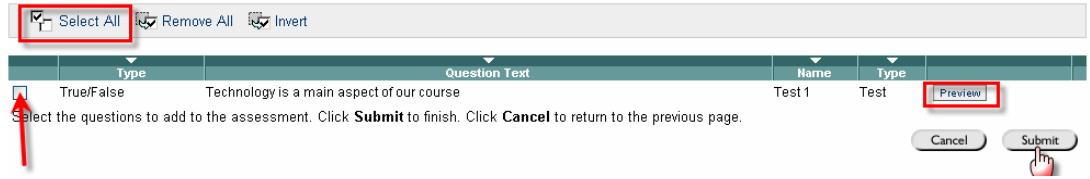
Keywords:

Question types

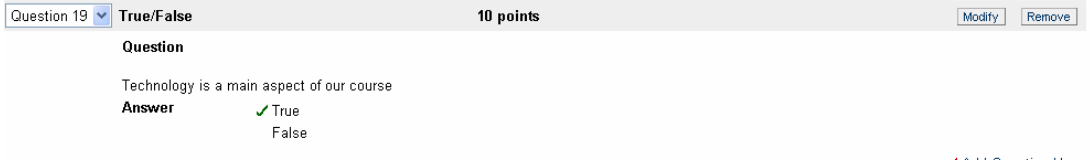
<input type="checkbox"/> All	<input type="checkbox"/> True/False
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Matching
<input type="checkbox"/> Multiple Answer	<input type="checkbox"/> Ordering
<input type="checkbox"/> Fill in the Blank	<input type="checkbox"/> Essay
<input type="checkbox"/> Calculated Numeric	<input type="checkbox"/> Calculated Formula

From this page instructors may Select all questions, Select specific questions, Preview the question, and Invert the selected questions.

Click **Submit** to add the question.

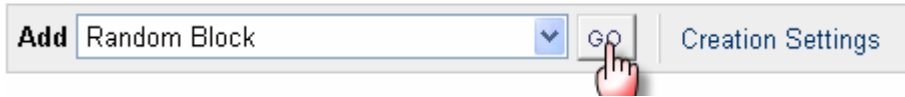


The question from Test 1 in this example has been added to Test 2.



Random Block

Random Block is used with Pool Manager Questions.

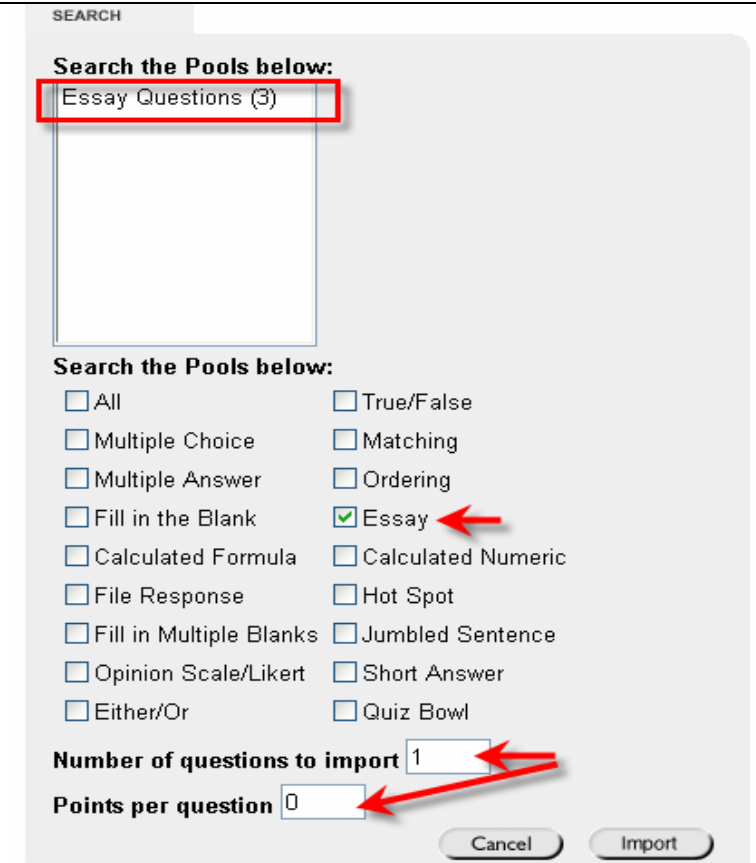


Random Blocks enable the Instructor to use a random selection of questions from a Pool. It is not possible to add a Random Block of questions from another Test or Survey.

This example contains only one Pool.

Select the type of question, the number of questions to import and the points for each question.

Click **Import**



The Canvas page shows the question added using the Random Block feature. You will not see the question, but it will be displayed for students.

This quiz contains 20 questions valued 10 points each, one is extra credit.

Question 20 **Random Block** 10 points [Modify](#) [Remove](#)

Source Essay Questions

Question types

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

Number of Questions 1

After including all questions in your test, click on **OK** (right side of the screen). It will take you to the **Test Manager** Page.



Import / Export

Import

Only test packages may be imported into the **Test Manager**. Files should be compatible with the Blackboard System. Some publishers have test packages ready to use in your courses.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook.
Only test packages may be imported into the Test Manager.

Add Test **Import**

Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove
<input checked="" type="checkbox"/> Test 2	No	November 22, 2006	Export	Modify	Remove

Export

Click on Export to save a compressed file of the test to your local drive. This file can be imported into another course in Blackboard.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

Add Test Import

Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove
<input checked="" type="checkbox"/> Test 2	No	November 22, 2006	Export	Modify	Remove

OK

Modify / Remove

The **Modify** button will take you to the **Test Canvas** page to make changes into the existing test.

The **Remove** button will erase the test. This action is final; the test cannot be recovered. Export the test before removing it.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

Add Test Import

Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove
<input checked="" type="checkbox"/> Test 2	No	November 22, 2006	Export	Modify	Remove

OK

Click **OK** to exit the **Test Manager** page.

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook. Only test packages may be imported into the Test Manager.

Add Test Import

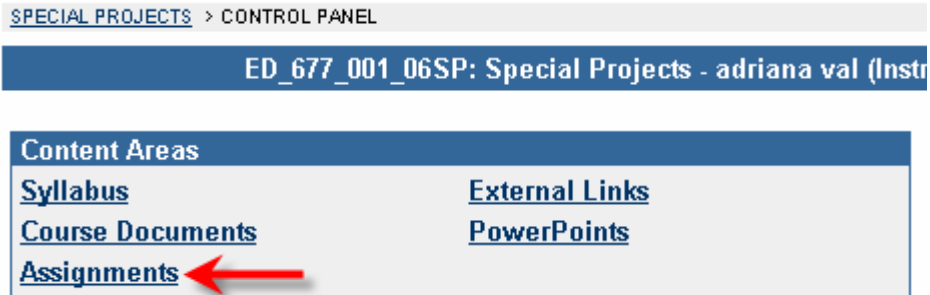
Name	Deployed	Date			
<input checked="" type="checkbox"/> Test 1	Course Documents	September 25, 2006	Export	Modify	Remove
<input checked="" type="checkbox"/> Test 2	No	November 22, 2006	Export	Modify	Remove

OK

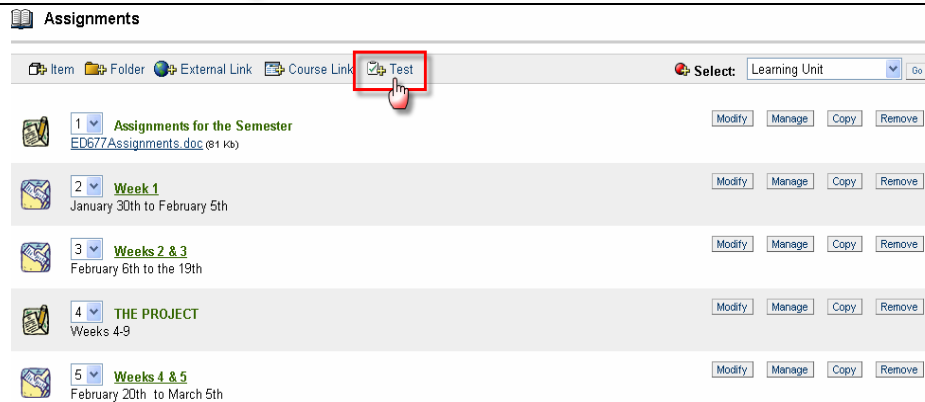
Adding a Test to a Content Page

Users will not be able to see the test unless the instructor adds it to a content page. From any content page users will see a link to the test which will open the test. It is recommended to have a practice test online before the real test, so users get to know the procedures to take a test online.

In the **Control Panel** select the **Content Page** in which to add the test. Select the page that is appropriate for your course.

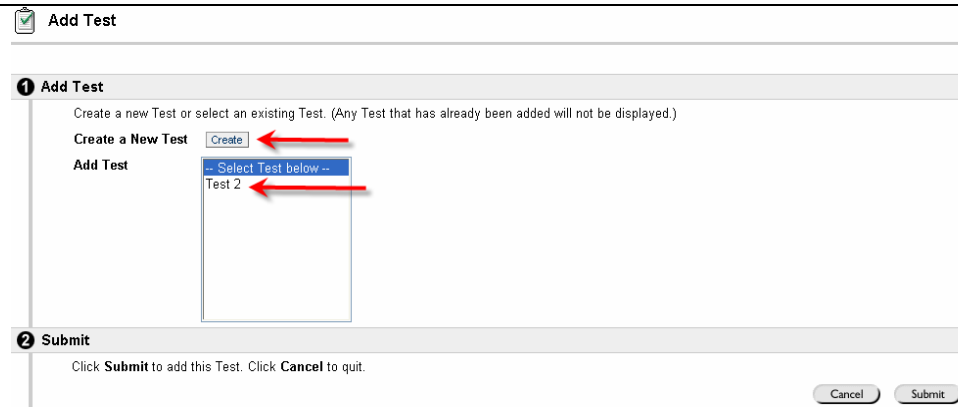


Click on **Test**

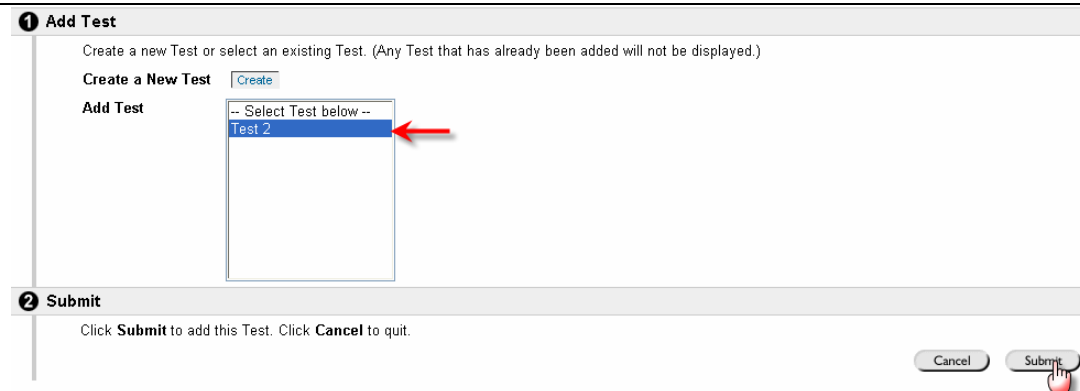



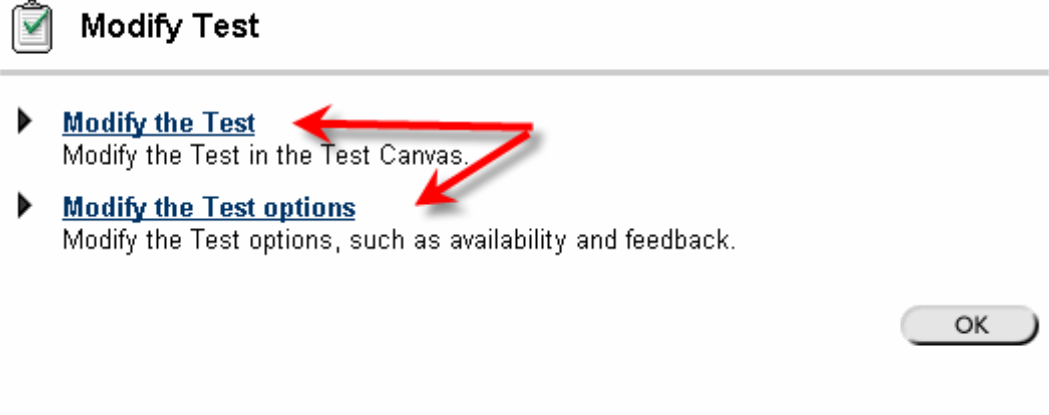
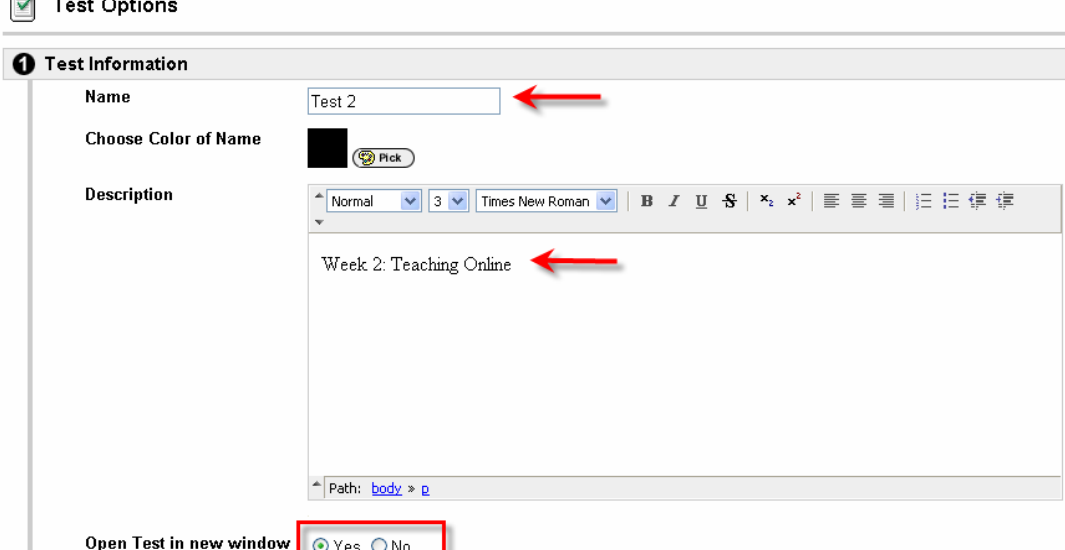
From the Add Test page, instructors may create a new test or add a test already created.

Note: The add test list shows the tests that have not been deployed into a content page.



Select the name of the test and click **Submit**



<p>A receipt is given. Click OK</p>	 <p>Test Added</p> <p>Test added successfully.</p> <p>Wednesday, November 22, 2006 2:20:16 PM EST</p> <p>OK</p>
<p>The Modify Test page opens.</p> <p>Modify the Test takes you to the Test Canvas already explained.</p> <p>Click on Modify the Test options.</p>	 <p>Modify Test</p> <ul style="list-style-type: none"> ▶ Modify the Test Modify the Test in the Test Canvas. ▶ Modify the Test options Modify the Test options, such as availability and feedback. <p>OK</p>
<p>The Test Options page opens.</p> <p>Test Information: Instructors may add or change the name of the test and the description.</p> <p>It is recommended to select YES to open the test in a new window; it is easier for users.</p>	 <p>Test Options</p> <p>1 Test Information</p> <p>Name: Test 2</p> <p>Choose Color of Name: Pick</p> <p>Description: Week 2: Teaching Online</p> <p>Path: body > p</p> <p>Open Test in new window: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

Test Availability
 Select **Make the link available**, or users will not see the link.
Add a new announcement will automatically generate a message in the announcement page.
 Select if you will allow more than one attempt, force completion, set time limits, set date limits and have a password.

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

→ **Multiple attempts**

Allow unlimited attempts.

Number of attempts:

→ **Force Completion** Test must be completed the first time it is launched.

→ **Set timer.** Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

→ **Display After** **Display Until**

Nov 2006 20 PM

Nov 2006 20 PM

→ **Password.** Require a password to access this Test.

Password:

Self Assessment Options
 By default the test will be included in the Gradebook. You may select to hide the score. You will need to remember to deselect this option.

3 Self-assessment Options

→ **Include this test in Gradebook score calculations.**

Gradebook 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 the score of this test from the Gradebook.

If this item is checked, then grade will not be displayed in the Gradebook.

Test Feedback
 By default Score is selected. Instructors may select the other options. It is recommended to select feedback for students.

4 Test Feedback

Select which feedback should be displayed upon completion.

→ **Score**

Submitted answers

Correct Answers

Feedback

Test Presentation
 By default the entire test will appear all at once. Instructors may change it to one question at a time, no backtracking and randomize questions for each attempt.

5 Test Presentation

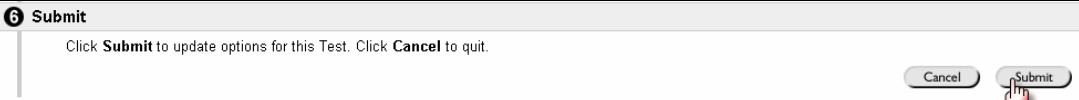


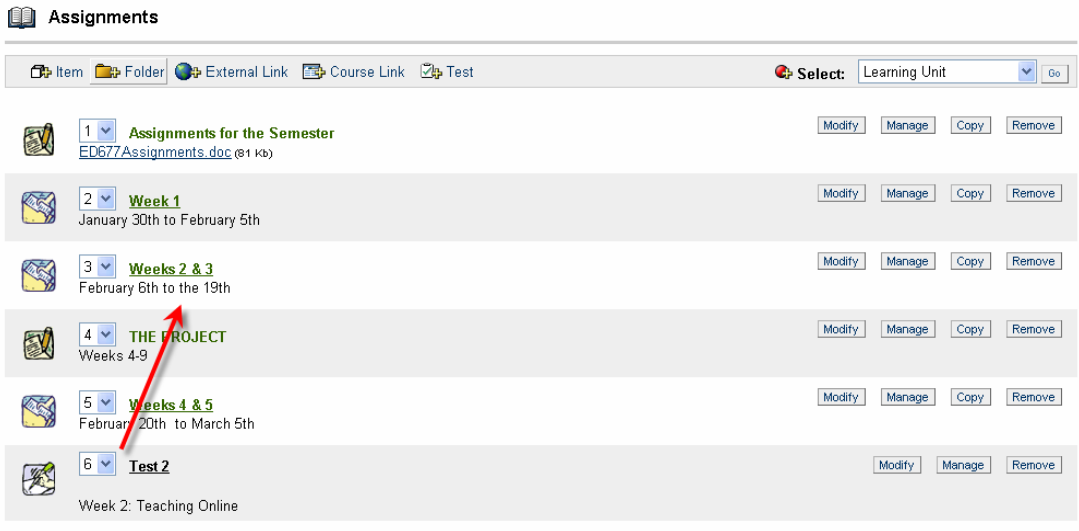
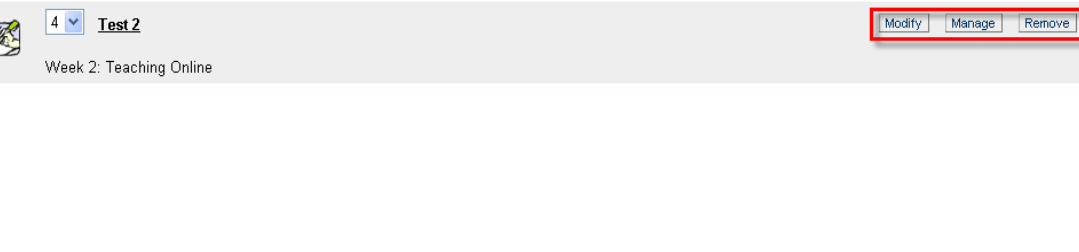
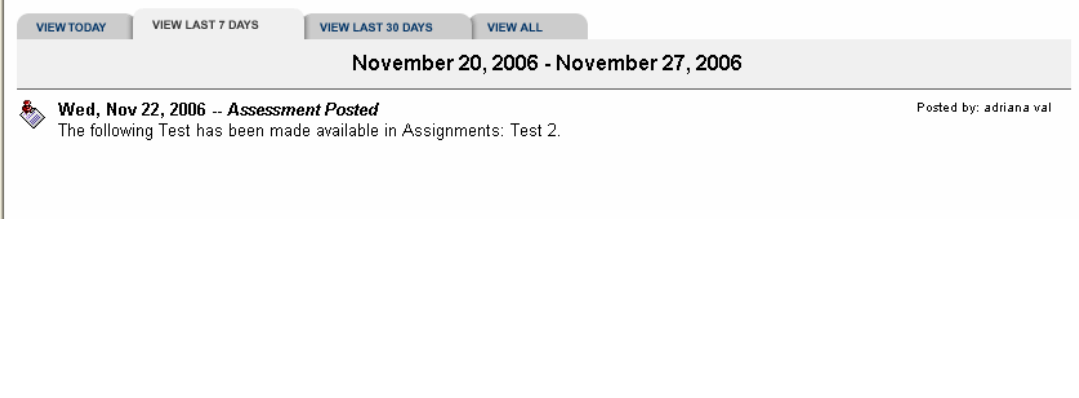
Presentation Mode

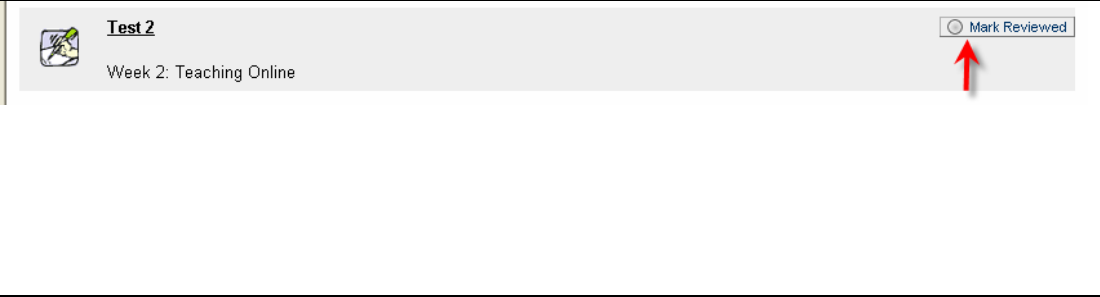

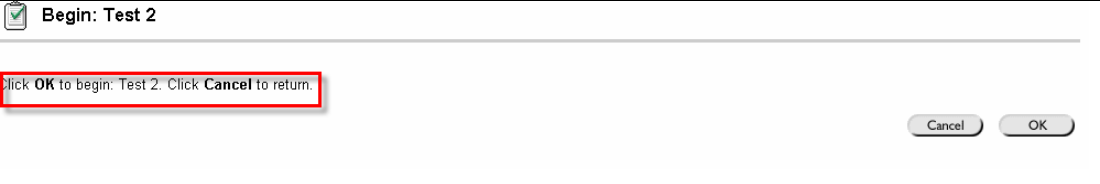
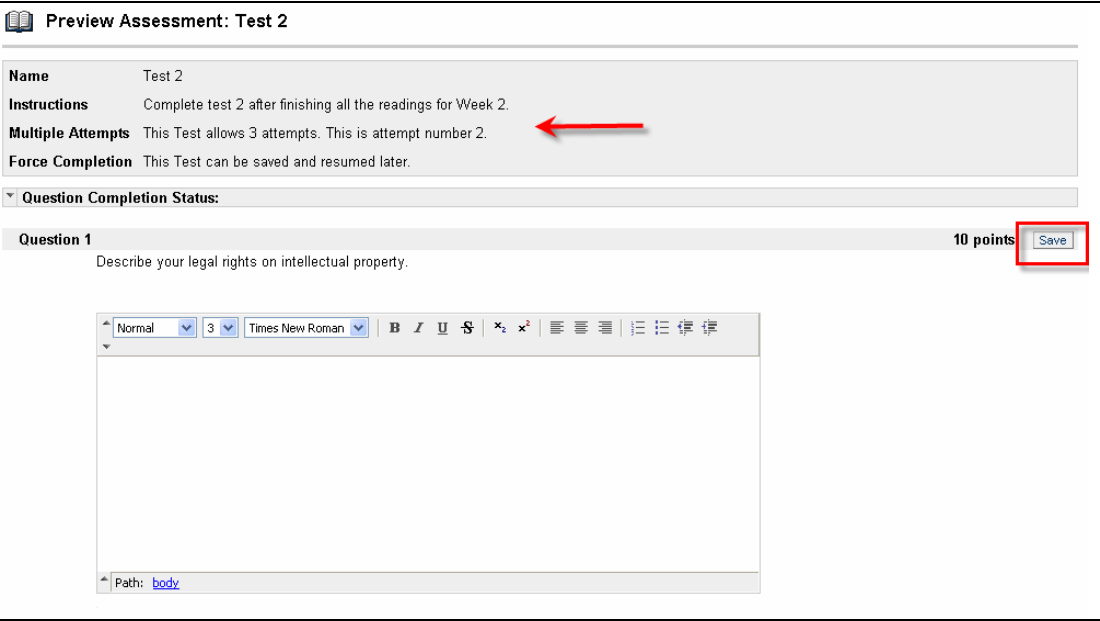
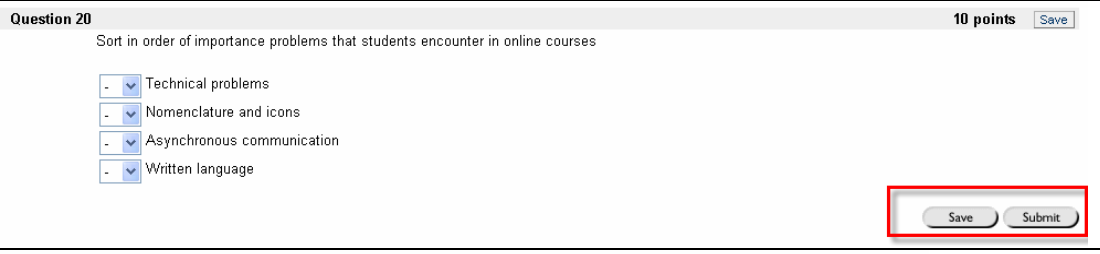
→ **All at Once** Present the entire Test on one screen.

→ **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.

<p>Click Submit</p>	
<p>A receipt is given, click OK to go to the Modify Test Page</p>	
<p>Click OK to exit this page.</p>	
<p>The test was added to the content page. Use the dropdown arrow to move the test to the right place in the content page.</p>	
<p>From this page the test can be modified, managed, or removed. <i>Note: Modify was explained above.</i></p>	
<p>Student View of the Test</p>	
<p>In this example, posting an automatic announcement was selected. The image shows the message generated for students explaining that a test is available.</p>	

<p>Inside the assignment page, students will see the <u>active link</u> to the test, as well as a <u>reviewed button</u> on the right of the screen.</p>	
<p>To take the test students will have to click on the name of the test.</p>	
<p>Students will be prompted to click OK to begin the test or Cancel to quit.</p>	
<p>Students will see the Instructions, how many <u>attempts</u> they have and if they can resume the quiz at a later date. In order to submit the answers, students will have to Save each answer and click Submit at the end of the quiz. This assessment allows students to view all questions at the same time.</p>	
<p>The last question in this test shows the Save and Submit buttons.</p>	
<p>For more information about assessment use the Manual in the help area of the Control Panel.</p>	