

# ASSESSMENT

## Overview

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments:

- **Tests** – Tests are created to check the knowledge and skill level of users enrolled in the course. Tests permit the Instructor to assign point values to each question on exams or quizzes. When a Student completes a Test it is submitted for grading. The results are recorded in the Gradebook.
- **Surveys** – Surveys are useful for polling purposes, evaluations, and random checks of knowledge. They function in the same way as Tests and offer most of the same options. Questions on Surveys are not assigned a point value. Surveys are not graded.

## In this chapter

This chapter includes information on the following sections:

SECTION	DESCRIPTION
<a href="#">About Assessments</a>	An overview for planning and organizing Assessments.
<a href="#">Test Manager</a>	Explains how to create and manage Tests.
<a href="#">How to Create or Modify a Test</a>	Describes the process for creating a Test.
<a href="#">Test Info</a>	Explains the data used to describe a test.
<a href="#">Test Canvas</a>	Describes the area used to add questions and organize a Test.
<a href="#">Test Creation Settings</a>	Explains the options used to control the availability of Test features.
<a href="#">Question Completion Status</a>	Describes how the question completion status feature informs users of which questions they have answered.
<a href="#">Multiple Choice Questions</a>	Reviews how to add or modify questions.
<a href="#">True/False Questions</a>	Describes True/False questions.
<a href="#">Fill in the Blank Questions</a>	Describes Fill in the Blank questions.
<a href="#">Multiple Answer Questions</a>	Describes Multiple Answer questions.
<a href="#">Matching Questions</a>	Describes Matching questions.
<a href="#">Ordering Questions</a>	Describes Ordering questions.
<a href="#">Essay Questions</a>	Describes Essay questions.

SECTION	DESCRIPTION
Calculated Questions	Describes Calculated questions.
Numeric Response Questions	Describes Numeric Response questions.
<a href="#">File Response Questions</a>	Describes File Response questions.
<a href="#">Hot Spot Questions</a>	Describes Hot Spot questions.
Multiple Fill in the Blank Questions	Describes Multiple Fill in the Blank questions.
<a href="#">Jumbled Sentence Questions</a>	Describes Jumbled Sentence questions.
Opinion Scale Questions	Describes Opinion Scale questions.
Short Response Questions	Describes Short Response questions.
<a href="#">Either/Or Questions</a>	Describes Either/Or questions.
<a href="#">Quiz Bowl Questions</a>	Describes Quiz Bowl questions.
<a href="#">Add/Modify Random Block</a>	Explains how to add a random set of questions to a Test.
<a href="#">Upload Questions</a>	Describes the process and file format for uploading questions to a Test.
<a href="#">Search Pool and Assessments</a>	Reviews the search function for finding questions.
Categorize Question	Details how to organize questions into groups.
Category Manager	Describes the feature used to control categories.
<a href="#">Survey Manager</a>	Explains how to create and manage Surveys.
<a href="#">Pool Manager</a>	Describes how to create and manage Pools of questions.
<a href="#">Pool Import</a>	Explains how to import a pool of questions

## ABOUT ASSESSMENTS

### Overview

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Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. When creating an Assessment there are a number of things the Instructor should consider before creating the Assessment:

- The structure of the Assessment and the types of questions that will be included
- Deployment and setting options, such as test presentation and feedback
- How the Assessment will be graded and the availability of multiple attempts

### Assessment Creation

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Before creating an Assessment, the Instructor should consider what type of knowledge is being tested and select question types tailored to the subject matter. For example, on an English test a series of Short Answer questions may be the best format, while for a Science test a mix of Multiple Choice, Matching and Fill in the Blank questions would better test Student's knowledge.

It is also helpful to consider flexibility when scoring questions. Will partial credit be acceptable for some or all questions? Are some questions very difficult and may count as extra credit?

Note that questions on the Test Canvas may be reorganized or re-arranged - so the order in which questions are added is not too important.

### Assessment Deployment and Settings

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Before creating an Assessment it is important to ask how the Assessment will be deployed and what settings will be added. This section discusses some use cases and examples for different options available.



**NOTE:** The deployment and settings for an Assessment are selected on the Test Options page. This page appears when an Assessment is added to a Content Area.

practice exercise Instructors may want to make multiple attempts available, or they may decide to give Students a specific number of available attempts. If it is a practice exercise for a standardized test, the option for enforce a time limit may be helpful.

Self Assessment options allow the Instructor to determine how the Assessments is treated in the Gradebook. The **Do not include this test in Gradebook score calculations** options allows the Instructor to view the grade, but the score does not count towards the grade. This would allow the Instructor to see the areas where additional instruction is needed and direct Students towards specific topics to review. The **Hide the score of this test from the Gradebook** option encourages self discovery by students and encourages Students to work on their own.

Options in the Test Presentation section determine how the Test is viewed by Students. There are different benefits to each option. The **All at Once** option may be useful for short quizzes, for example a ten question Multiple Choice quiz. Is an Assessment includes over 25 questions, the **One Question at a Time** option should be selected. This option automatically saves the answers

to questions as Students move through the Assessment. Students may focus on one question at a time and, if necessary, Instructors may enable backtracking, so Students may revisit previously answered questions.

## Grading Assessments

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Instructors have a lot of flexibility when grading Assessments. Grading within Blackboard provides an automated system, but allows for the flexibility of real life scenarios.

When multiple attempts are permitted for an Assessment the Instructor can customize grading; the option to include the average score may be selected, but if the Instructor changes his or her min, this may be changed. For example, if the Instructor would like to give Students a bonus this could be switched so the highest score on the Assessment is included.

The override and clear attempts options are helpful in dealing with real-life scenarios. Clear attempts allows Instructors to erase a grade from the Gradebook. For example, the Instructor could give Students a trial run of the Assessment in class; then clear the attempts before they take the Assessment. Or, if there is a technical failure at the institution, all attempts for the Assessment taken on that date may be removed. This option also enables the Instructor to allow a Student to retake a test if the situation arises.

The Override option allows the Instructor to enter a grade that supplants the existing grade or grades (in the case of multiple attempts) in the Gradebook. For example, in the case of extenuating circumstances, the Instructor could use Override to make a Student's grade higher or lower. This score is used when calculating the grade.



**NOTE:** Grading is managed in the [Gradebook](#).

## TEST MANAGER

### Overview

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The Test Manager is used to create, modify, and remove Tests.



**NOTE:** Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions like the Test Manager.

### Find this page

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Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

### Functions

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The functions available on this page are described in the table below.

To . . .	click. . .
create a Test	<b>Add Test.</b> The Test Info page will appear.
modify a Test	<b>Modify</b> next to the Test. The Test Canvas page will appear.
remove a Test	<b>Remove</b> next to the Test. A confirmation box appears. Removing a Test is irreversible.
export a Test	<b>Export</b> next to the Test. The Export Test page will appear. Tests may be exported to the local computer or to the Content Collection.
import a Test	<b>Import.</b> The Test Import page will appear. Tests may be imported from a local file or from the Content Collection.

### Questions to consider before creating an Assessment

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Below are questions to consider when planning an Assessment:

- How many questions?
- Are there instructions for this Assessment?
- What type of questions?
- What is the point value associated with each question?

## Warning

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A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their grade and feedback. They will not view their original Assessment attempt.

## HOW TO CREATE OR MODIFY A TEST

### Overview

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This topic describes how to create a Test.

### Find this page

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Click **Test Manager** in the Assessments area on the Control Panel to open the Test Manager.

### How to create a Test

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Follow the steps below to create a Test.

1. Select Add Test on the Test Manager page.
2. Enter a name, description, instructions and click Submit.
3. Select a question type on the Test Canvas and click **Go**.
4. Create a question.
5. Enter the Point Value for the question.
6. Attach a file or URL.
7. Enter answers to choose from and select the correct answer.
8. Enter feedback that Students will see based on their answer.
9. Repeat Step 3 through Step 8 until finished adding questions.

### How to make a Test available

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Follow the steps below to make a Test available.

1. Open a course area and select Add Test.
2. Select the Test to add and click Submit.
3. Select the Properties, Availability, Feedback, and Presentation options for the Test.

## TEST INFO

### Overview

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On the Test Info page the Instructor begins creating a test by selecting a name, description, and instructions.

### Find this page

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Follow the steps below to open the Test Info page.

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Add Test**.

OR

1. Select **Test Manager** in the area of the Control Panel.
2. Click **Modify** next to an existing Test.
3. Click **Modify** in the first section on the Test Canvas.

### Fields

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The table below details the fields on the Test Info page.

FIELD	DESCRIPTION
<b>Test Info</b>	
<b>Name [r]</b>	Enter the name of the Test. 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 in the Gradebook as well, edit the Item Information in the Gradebook.
<b>Description</b>	Enter a description of the Test.
<b>Instructions</b>	Enter instructions for the users taking the Test.

## TEST CANVAS

### Overview

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The Test Canvas page is the center of the Test creation process. Instructors can modify the Test name and instructions, add and modify questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Assessments should not be modified if Students have already begun taking the Assessment.

### Find this page

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Follow these steps to open the Test Canvas page for an existing test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Modify** next to an existing Test.

Follow these steps to open the Test Canvas page for a new test.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the **Add Test** page and select **Submit**.

### Functions

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The functions available on the Test Canvas page are described in the table below.

To . . .	CLICK . . .
add a question	the drop-down menu in the Add Question: field, select a type of question to add and click Go.
add a question in between existing questions	the drop-down menu in the Add Question: field, select a type of question to add and click Add Question Here in the location where the question should appear.
change the settings for this Test	<a href="#">Creation Settings</a> . The Test Creation Settings page will appear. Creation Settings enable the Instructor to adjust the default point value, options for question feedback and the inclusion of images.
change the name, description, or instructions for the Test	<a href="#">Modify</a> to the right of the Name, Description, and Instructions.
change the order of the questions	the drop-down list to the left of the question header. Select a new order for the questions using the numbers in the drop-down list.

To . . .	CLICK . . .
	Modify to the right of the question header.
modify a question	
remove a question	<b>Remove</b> to the right of the question header. A confirmation box will appear. Removing a question is irreversible.

## TEST CREATION SETTINGS

### Overview

The Test Creation Settings page allows Instructors to adjust settings for a Test. These settings control options, such as question feedback, categorization of questions, and default point value.



**NOTE:** The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the Specify default point values for questions option is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the Add Categories to questions option is not available on the Survey Creation Settings page.

### Find this page

Follow the steps below to open the Test Creation Settings page.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Click **Add Test**.
3. Complete the Add Test page and select **Submit**.
4. Select **Creation Settings**.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Creation Settings</b>	
<b>Provide feedback for individual answers</b>	Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.  Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.
<b>Add images, files, and URLs to questions</b>	Select this check box to include the option to attach images, files, and URLs to questions.
<b>Add images and files to answers</b>	Select this check box to include the option to attach images and files to answers.

FIELD	DESCRIPTION
<b>Add categories and keywords to questions</b>	Select this check box to include the option to create categories for questions. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
<b>Specify default point value for questions</b>	Select this option and all questions will automatically have the same point value. Enter the point value in the Default point value: field. This only sets a default.
<b>Specify partial credit options for answers</b>	Select this option to make partial credit available for questions included in this Assessment. If selected, an option to give partial credit appears when questions are created.
<b>Specify extra credit option for questions</b>	Select this option to make extra credit available for questions included in this Assessment. If selected, an extra credit option appears when each question is created. This option allows the Instructor to make the questions an extra credit questions as opposed to a regular question. If this options is selected points are added to the score if the question is answered correctly; no points are taken away if the questions is answered incorrectly.

### Default Point Value

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Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

## QUESTION COMPLETION STATUS

### About Question Completion Status

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The Questions Status Indicator is a tool to provide users with a quick up-to-date look at their progress (complete or incomplete questions) in an assessment at all times. The **Save** button next to each question provides a visual reminder to Students to save their work periodically.

Completion status of assessment questions is displayed at the top of the page when a student is taking an assessment. The status of which questions have been answered is displayed at the top of the page, just below the Name and Instructions box.

When the user answers a question and moves on to the next question in a question-by-question assessment, the status box will be updated on the next page to show that the previous question was answered. If the user does not answer a question and moves on to the next page in a question by question assessment, the status box will show on the next page that the previous question was not answered. The user can navigate between questions by clicking on the question number in the status indicator. This is applicable only to assessments deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, the user will be able to use a **Save** button to the right of each question to save this specific question without scrolling to the bottom of the page to save. Saving either a single question or all of the questions that have been answered (with the **Save** button at the bottom of the page) changes the status indicator to show which questions have been completed.

## QUESTION METADATA

### Overview

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Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.



**NOTE:** The Question Metadata options are only available if Add categories and keywords to questions is selected in [Creation Settings](#).

### Add Metadata to a Question

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Follow these steps to add metadata to a question.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
4. Click **Categorize** to add a category, **Set Learning Objective** to add a Learning Objective, or **Set Level of Difficulty** to add a Level of Difficulty. For Keywords, enter the words, separated by commas, directly into the **Keywords** field.
5. Select a value from the drop-down list and click **Add**. The metadata will be assigned to the question. To organize the list of available values, click **Manage**.

### Manage Metadata

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Metadata values can be added, removed, and changed. Metadata created in one question can be used when creating other questions in the same course. Follow these steps to add values for metadata.

1. Select **Test Manager** in the Assessment area of the Control Panel.
2. Create a new Test or select **Modify** next to an existing Test.
3. Select a new question in the **Add Question:** field or select **Modify** next to an existing question.
4. Click **Manage Categories**, **Set Learning Objective**, or **Set Level of Difficulty**.
5. To add a value to the list of available values, enter it in the field and click **Add**. Available values appear below. Click **Modify** to change the name of a value or **Remove** to delete the value from the list.

## MULTIPLE CHOICE QUESTIONS

### About Multiple Choice Questions

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Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.



**NOTE:** Use the [Multiple Answer question type](#) to create multiple choice questions with more than one answer.

### Find this page

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1. Open the Test Canvas for an assessment..
2. Select **Multiple Choice** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value** and complete the partial credit options if necessary.
5. Select the number of answers and complete the answer options.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

## TRUE/FALSE QUESTIONS

### About True/False Questions

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True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

### Create a True/False question

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1. Open the Test Canvas for an assessment.
2. Select **True/False** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. This should be in the form of a statement that users will mark either True or False.
4. Assign a **Point Value**.
5. Select the Answer Orientation and correct answer for the question.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

## MULTIPLE CHOICE QUESTIONS

### About Multiple Choice Questions

---

Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.



**NOTE:** Use the [Multiple Answer question type](#) to create multiple choice questions with more than one answer.

### Find this page

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1. Open the Test Canvas for an assessment..
2. Select **Multiple Choice** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value** and complete the partial credit options if necessary.
5. Select the number of answers and complete the answer options.
6. Complete any advanced features for the questions as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

## FILL IN THE BLANK QUESTIONS

### About Fill in the Blank Questions

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Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling. Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.
- Create the question that indicates to Students the best way to answer the question.
- Phrase the question so there is only one answer

Try to keep answers limited to one word to avoid mismatched answers due to extra spaces or order of answer terms. If the answer may be more than one word, list all possibilities as answers. For example, if Benjamin Franklin is the answer, include Benjamin Franklin, Franklin, and Ben Franklin as correct answers.



**NOTE:** Use the Fill in [Multiple Blanks question type](#) to create a question with multiple answers.

### Create a Fill in the Blank Question

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1. Open the Test Canvas for an assessment.
2. Select **Fill in the Blank** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Enter all of the possible answers to the question.
5. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
6. Click **Submit** to add the question to the assessment.

## MULTIPLE ANSWER QUESTIONS

### About Multiple Answer Questions

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Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20. This type of question may be used when more than one answer is correct; users can select the incorrect answers. For example, in the medical field, this type of question may be used to select symptoms associated with a medical condition.

### Create a Multiple Answer Question

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1. Open the Test Canvas for an assessment.
2. Select **Multiple Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for how answers are displayed. This includes:
  - **Answer Numbering** - determines how the answers are numbered
  - **Answer orientation** - determines if answers appear vertically or horizontally
  - **Allow Partial Credit** - select if partially correct answers receive any credit
  - **Show Answers in Random Order** - displays answers in a random order when users take the assessment
5. Enter the number of answers and complete the text box for each answer. Indicate the correct answers by selecting the check box to the left of the question.
6. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
7. Click **Submit** to add the question to the assessment.

## MATCHING QUESTIONS

### About Matching Questions

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Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question. For example, the question may include a list of animals and a list of food they eat (herbivore, carnivore, omnivore). The users would match each animal with their diet.

Students will be granted partial credit for matching questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct answers for half of the matches, they will receive four points.

### Create a Matching Question

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1. Open the Test Canvas for an assessment.
2. Select **Matching Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for question layout and partial credit.
5. Select the number of questions and enter the text for each question. The number of questions and answers may be uneven. For example, the Instructor may include extra answers to make the question more difficult.
6. Select the number of answers and enter the text for each answer. Click **Next**.
7. Match each Question with the correct Answer.
8. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
9. Click **Submit** to add the question to the assessment.

## ORDERING QUESTIONS

### Overview

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Ordering questions require users to provide an answer by selecting the correct order of a series of items. For example, an Instructor may give users a list of historical events and ask them to place these events in chronological order.

Users will be granted partial credit for ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they will receive four points.

### Create an Ordering Question

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1. Open the Test Canvas for an assessment.
2. Select **Ordering Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Select options for numbering and partial credit.
5. Select the number of answers and enter them in the correct order. Click **Next**.
6. Select the order in which to display the answers.
7. Complete any advanced features for the question as defined by the Creation Settings of the Assessment.
8. Click **Submit** to add the question to the assessment.

## ESSAY QUESTIONS

### Overview

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Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or graders to use as a reference. These types of questions must be graded manually on the [Grade Assessment](#) page. Essay questions may use the Math and Science Notation Tool.



**NOTE:** A Short Answer Question type is also available; this question type allows the instructor to limit the length of the response. Like Essay questions; Short Answer Questions are manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

### Create an Essay Question

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1. Open the Test Canvas for an assessment.
2. Select **Essay Question** from the question type drop-down list. Click **Go**.
3. Enter the Question Text and assign a **Point Value**.
4. Enter a sample answer for users to view with the question.
5. Click **Submit** to add the question to the assessment.

## CALCULATED FORMULA QUESTIONS

### About Calculated Formula Questions

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A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated. The correct answer can be a specific value or a range of values. Partial credit may be granted for answers falling in a range.

Since this question allows the Instructor to randomize the value of variables in an equation it may be useful when creating math drills to when giving a test when Students are seated close together.

Adding a calculated question to an Assessment is a three step process:

- Create the question and formula.
- Define the values for the variables.
- Confirm the variables and answers.

### Create the Question and Formula

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The question is the information presented to students. The formula is the mathematical expression used to find the answer. Be sure to enclose variables in square brackets.

Follow these steps to create the question and formula:

1. Open the Test Canvas for an assessment.
2. Select **Calculated Formula** from the question type drop-down list. Click **Go**.
3. Enter the information that will display to Students in the **Question Text** box. Surround any variables with square brackets, for example, [x]. The value for this variable will be populated based on the formula. In the example  $[x] + [y] = z$ , [x] and [y] will be replaced by values when shown to Students. Students would be asked to define z.

Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.

4. Define the formula used to answer the question in the **Formula** box. For example,  $x + y$ . Operations are chosen from the buttons across the top of the **Formula** box.
5. Assign a point value for the question. Several other options may appear based on the Creation Settings.
6. Set the **Answer Range**. This defines which submitted answers will be marked correct. If the exact value must be entered, enter 0 and select **Numeric** from the drop-down list. If the answer can vary, enter a value and select **Numeric** or **Percent**. **Numeric** will mark every answer as correct that falls within a range of plus or minus the **Answer Range** from the exact answer. **Percent** will mark every answer as correct that falls within a percentage of plus or minus the **Answer Range** from the exact answer.
7. Select **Yes** or **No** for **Units Required**. If **Yes**, correct answers must include the correct unit of measurement, for example, Seconds or Grams. Enter the correct unit of measurement and choose if the unit of measurement is case sensitive. The answer may still receive partial credit if the unit of measurement is not correct. Enter a percentage in **Unit Points Percentage**. The unit of measurement will account for that percentage of the total credit.

8. Define partial credit for answers that fall outside the correct **Answer Range**. Select **Yes** or **No** for **Allow Partial Credit**. Enter a value for the **Partial Credit Points Percentage**. Now, set the range for partial credit by entering a value and selecting **Numeric** or **Percent** for the **Partial Credit Range**. Answers falling within this range will receive a portion of the total points possible for the question equal to the **Partial Credit Points Percentage**.
9. When finished with the question, click **Continue** to proceed.

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### Define the Variables

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The next page in the three step process defines the variables in the formula. Follow these steps to define the variables.

1. For each variable, set a minimum and a maximum value.
2. For each variable, select a decimal place using the drop-down list that appears in the **Decimal Places** column.
3. Under **Answer Set Options**, select the **Decimal places for answer** from the drop-down list. Users must provide the correct answer to this decimal place.
4. Enter the number of different **Answer Sets**. The Answer Sets will be randomized so that different Students will be presented with a different set of variables.
5. Click Continue to proceed. Or, Click **Back** to return to the previous page or click **Calculate** to reset the variables after making a change.

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### Confirm the Variables and Answers

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The last step in the process displays the Answer Sets in a table. For each set, each variable and the answer are displayed. Make any changes or remove any unwanted answer sets and click **Calculate**.

Below the Answer Sets are the standard options for adding feedback and [metadata](#) to questions.

## CALCULATED NUMERIC RESPONSE QUESTIONS

### About Calculated Numeric Response Questions

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This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers. Please note that the answer must be numeric, not alphanumeric. For example, in a Geography class the Instructor may ask for the estimated population of a specific city.

### Create a Calculated Numeric Response Question

---

Follow these steps to create a Numeric Response question.

1. Open the Test Canvas for an assessment.
2. Select **Numeric** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the **Correct Answer**. This value must be a number.
6. Enter the **Answer Range**. If the answer must be exact for Students to receive credit, enter 0. Any value that is less than or more than the **Correct Answer** by less than the **Answer Range** value will be marked as correct.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question [metadata](#).
8. Click **Submit** to add the question to the assessment.

## FILE RESPONSE QUESTIONS

### About File Response Questions

---

Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually. This question type is a good option if the Instructor would like Students to work on something before a test and submit it with a test, or if the response to the questions is expected to take a long time to read. Submitting the answer this way allows the Instructor to read and grade the question without worrying that the browser will time out.



**NOTE:** Short Answer and Essay questions may also be used for questions that may require a shorter answer from a Student. These question types must also be manually graded.

Other Question types that allow user input are File Response, Fill in the Blank, and Fill in Multiple Blank.

### Create a File Response Question

---

Follow these steps to create a File Response question.

1. Open the Test Canvas for an assessment.
2. Select **File Response** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Assign the question any [metadata](#).
6. Click **Submit** to add the question to the assessment.

## HOT SPOT QUESTIONS

### About Hot Spot Questions

---

Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer. The following are some examples of uses for this type of question:

- Anatomy - to locate different parts of the body
- Geography - to locate areas on a map
- Foreign Language - to select different articles of clothing

### Create a Hot Spot Question

---

Follow these steps to create a Hot Spot question.

1. Open the Test Canvas for an assessment.
2. Select **Hot Spot** from the question type drop-down list. Click **Go**.
3. Enter the **Question Text**.
4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Enter the path to the file in the **Attach Local File** field under the **Upload Image** heading. Make sure to upload the image in the correct field. Remember that **Creation Settings** allows uploading a file as part of the **Question Text**.
6. Click **Next**. The uploaded image will appear.
7. Click the mouse and drag it to create a rectangle over the correct answer. When Students select a point within the rectangle they will receive credit for a correct answer. The area of the hot spot is defined by pixels. Click **Clear** to remove the hot spot and select a new hot spot.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
9. Click **Submit** to add the question to the assessment.

## FILL IN MULTIPLE BLANKS QUESTIONS

### About Fill In Multiple Blanks Questions

---

This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank. This question type may be used if there are multiple variables, such as "What color is the Italian flag?" This question type is also useful in foreign language classes. In this case the identifier and adjective may be left blank in a sentence, so as not to give away the gender of an object.

### Create a Multiple Fill-in-the-Blanks Question

---

Follow these steps to create a Fill In Multiple Blanks question.

1. Open the Test Canvas for an assessment.
2. Select **Fill In Multiple Blanks** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets. For example, William [blank\_1] wrote Romeo and [blank\_2].

Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.

4. Assign a **Point Value**. Complete any advanced features for the question as defined by the Creation Settings of the assessment.
5. Click **Next**.
6. A list of variables found in the question will appear. Enter one or more correct answers for each variable.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
8. Click **Submit** to add the question to the assessment.

## JUMBLLED SENTENCE QUESTIONS

### About Jumbled Sentence Questions

---

Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists. This type of question may be useful when teaching about proper grammatical order in a sentence, such as the location of a noun, verb, or adjective,

### Create a Jumbled Sentence Question

---

Follow these steps to create a Jumbled Sentence question.

1. Open the Test Canvas for an assessment.
2. Select **Jumbled Sentence** from the question type drop-down list. Click **Go**.
3. Enter the Question Text. Enter each blank as a variable surrounded by square brackets.

Variables should be composed of alphabets, digits (0-9), periods (.), underscores (\_) and hyphens (-). All other occurrences of the opening rectangular brace ("[" character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.

4. Assign a **Point Value**.
5. Select the **Number of Answers** and enter a value for each. These values will appear in a drop-down list for each variable when users view the question. Enter the answers in the order they should display to Students in the drop-down.
6. Click **Next**.
7. The question will appear with the drop-down lists in place of the variables. Select the correct answers.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question a category or other [metadata](#).
9. Click **Submit** to add the question to the assessment.

## OPINION SCALE/LIKERT QUESTIONS

### About Opinion Scale/Likert Questions

---

Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction. When the instructor creates an opinion scale question, six answer fields are pre-populated with the following answers:

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

### Create an Opinion Scale/Likert Question

---

Follow these steps to create an Opinion Scale/Likert question.

1. Open the Test Canvas for an assessment.
2. Select **Opinion Scale** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Determine how the answers will be displayed by selecting **Answer Numbering** and **Answer Orientation**.
6. Check **Allow Partial Credit** and options will appear under each answer to assign a percentage of points possible.
7. The Answer fields are pre-populated with values on a Likert scale. Select a correct answer and change any of the answer values.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
9. Click **Submit** to add the question to the assessment.

## SHORT ANSWER QUESTIONS

### About Short Answer Questions

---

Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. Essay questions, Short Answer questions must be graded manually.

The number of rows is meant as a guideline when entering an answer, it does not impose an absolute limit on answer length.

### Create a Short Answer Question

---

Follow these steps to create a short response question.

1. Open the Test Canvas for an assessment.
2. Select **Short Answer** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Select a number of rows for the answer.
6. Enter an example of a correct answer to assist Graders.
7. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
8. Click **Submit** to add the question to the assessment.

## EITHER/OR QUESTIONS

### About Either/Or Questions

---

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

This question type is very useful in Surveys to gauge user's opinions. It is a slight variation on the True/False question type, except more descriptive and meaningful answers may be used.

### Create an Either/Or Question

---

Follow these steps to create an Either/Or question.

1. Open the Test Canvas for an assessment.
2. Select **Either/Or** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Correct Answer** and select a positive value and a negative value from the drop-down lists.
6. Complete the question by adding optional feedback for correct and incorrect answers. Assign the question [metadata](#).
7. Click **Submit** to add the question to the assessment.

## QUIZ BOWL QUESTIONS

### About Quiz Bowl Questions

---

Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as who, what, or where, to be marked as correct. For example, the question may be "The person who invented the cotton gin", with the answer being "Who is Eli Whitney?" Partial credit may be given if the question word is not included in the answer.

### Create a Quiz Bowl Question

---

Follow these steps to create a Quiz Bowl question.

1. Open the Test Canvas for an assessment.
2. Select **Quiz Bowl** from the question type drop-down list. Click **Go**.
3. Enter the Question Text.
4. Assign a **Point Value**.
5. Click the **Allow Partial Credit** and enter a percentage of credit. This is the amount of credit that will be given to answers that include the correct phrase but do not include the correct interrogative word.
6. Select the **Number of Interrogative Words**. Enter each acceptable interrogative word in the fields below. One of these words must appear in the response for the Student to receive full credit.
7. Select the **Number of Answer Phrases**. Enter each acceptable phrase into the fields below. One of these phrases must appear in the response for the Student to receive any credit.
8. Complete the question by adding optional feedback for correct and incorrect answers. Assign question [metadata](#).
9. Click **Submit** to add the question to the assessment.

## ADD/MODIFY RANDOM BLOCK

### Overview

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



**NOTE:** Random Blocks cannot be included in a Survey or a Pool.

### Find this page

---

Click **Add** or **Modify a question** from the Test Canvas.

### Fields

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Search</b>	
<b>Search the pools below:</b>	Select a Pool from which to draw the group of questions.
<b>Choose question types to import</b>	Select the check boxes next the question types to choose which to include in the Random Block. If <b>All</b> is selected no other options can be selected. If <b>All</b> is not selected one or more options may be chosen.
<b>Number of questions to import</b>	Enter the number of questions to include in the Random Block.
<b>Points per question</b>	Enter the number of points each question in the Random Block will be worth.

## UPLOAD QUESTIONS

### Overview

---

Instructors may import files containing questions into an Assessment.

The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.



**NOTE:** Files with questions may be imported into Pools and Surveys. When uploaded to a Survey, the correct/incorrect answer assignment is ignored, but the file must follow the same format as described for Tests and Pools.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.

The following information is important to note when importing Assessment questions:

- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

### Find this page

---

Select **Upload Questions** from the Test Canvas.

### Function

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Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment.

### Point Value

---

When questions are imported they automatically default to the point value set in [Creation Settings](#). If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must then enter a point value for each question.

### File Structure

---

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab. Each row is a separate question.

**Multiple Choice questions are structured as follows:**

'MC' **TAB** question text (**TAB** answer text **TAB** 'correct' or 'incorrect')

Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

**Multiple Answer questions are structured as follows:**

'MA' **TAB** question text (**TAB** answer text **TAB** 'correct' or 'incorrect')

Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

**True/False questions are structured as follows:**

'TF' **TAB** question text **TAB** 'true' or 'false'

**Essay questions are structured as follows:**

'ESS' **TAB** question text **TAB** [example]

Text within [ ] is optional. The Instructor may choose to add a sample essay question or leave this blank.

**Ordering questions are structured as follows:**

'ORD' **TAB** question text (**TAB** answer text)

Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.

The order entered in the file is the correct order. The system will randomly order the answers.

**Matching questions are structured as follows:**

'MAT' **TAB** question text (**TAB** answer text **TAB** matching text)

Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.

The system will randomly order the answers and their question.

When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

**Fill in the Blank questions are structured as follows:**

'FIB' **TAB** question text (**TAB** answer text)

Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.

**File Response questions are structured as follows:**

'FIL' **TAB** question

**Numeric Response questions are structured as follows:**

'NUM' **TAB** question **TAB** answer **TAB** [optional]tolerance

**Short Response questions are structured as follows:**

'SR' **TAB** question **TAB** sample\_answer

**Opinion/Likert Scale questions are structured as follows:**

OP **TAB** question

**Multiple Fill-in-the-Blank questions are structured as follows:**

FIB\_PLUS **TAB** question **TAB** variable1 **TAB** answer1 **TAB** answer2 **TAB** variable2 **TAB** answer3

The format consists of a list of variable-answers where each variable- answer

is composed of the variable name and a list of correct answers for that

variable. variable-answers are delimited by an empty field.

**Jumbled Sentence questions are structured as follows:**

JUMBLED\_SENTENCE **TAB** question **TAB** choice1 **TAB** variable1 **TAB** choice2 **TAB** **TAB** choice3 **TAB** variable2

The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.

**Quiz Bowl questions are structured as follows:**

QUIZ\_BOWL **TAB** question **TAB** question\_word1 **TAB** question\_word2 **TAB** phrase1 **TAB** phrase2

The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

## SEARCH POOLS AND ASSESSMENTS

### Overview

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This section discusses how to select specific questions from Pools and other Assessments. Instructors may choose questions based on category, keyword and question type.

### Find this page

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Click **Search Pools and Assessments** for a question from the Test Canvas page.

### Field

---

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Search the pools and assessments below</b>	Select a Test or question Pool from which to select the questions.
<b>Question Types</b>	Select All to choose questions from all question types or select one or more question types.
<b>Related Categories</b>	Select a category to choose questions from. This option is on the Advanced tab.
<b>Keywords</b>	Enter keywords to search for questions. When entering more than one keyword, insert a comma between keywords. If more than one keyword is entered, only questions that have all of the keywords will be retrieved. This option is on the Advanced tab.

### Points

---

Once questions from a Pool are imported to a Test a point value must be assigned. If a default point value has been set in [Test Creation Settings](#) the imported questions will automatically be set to the default.

### Choose Questions

---

Select one or more questions to include on the Test. Click **Preview** to view the question as it will appear on the Test.

Instructors may select 20 questions at a time from a Pool or another Assessment to add to a Test. When the search is performed 20 questions will appear on a page, if more the 20 questions are found during the search, multiple pages may be viewed. Instructors may only select and submit questions from one page at a time. For example, if the search returns three pages of questions, the Instructor must select the questions to add on the first page and click **Submit**, then proceed to

the second page of the search, select questions on that page and select **Submit**, and so on until finished.

## SURVEY MANAGER

### Overview

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Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations, and random checks of knowledge. The Survey Manager is used to create, add, preview, modify, and remove Surveys.

### Find this page

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To open the Survey Manager, click **Survey Manager** in the Assessment Area on the Control Panel.

### Functions

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The Survey Manager functions in the same way as the [Test Manager](#) and offers most of the same options for creating and managing Surveys, Survey questions and settings.

Surveys differ from Tests in the following ways:

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.
- Surveys cannot be graded.
- Survey questions cannot be categorized.
- Questions may be imported into a Survey. Questions that are imported into a Survey may not include correct and incorrect answers.

### Survey Creation Settings

---

The Survey Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there are not options to **Add categories to questions** or to **Specify default point values for questions**.

### Survey Results

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Instructors may view the results of Surveys on the [Assessment Stats](#) page. This page will show how Students responded to questions on the Survey by percentage.

## POOL MANAGER

### Overview

---

The Pool Manager allows Instructors to store questions for repeated use. Instructors can create new questions to include in Pools and add questions that have been created in other Tests or Pools. Pools from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a Pool should not be modified if Students have already begun taking an Assessment that draws questions from the Pool.



**NOTE:** When creating question Pools for Surveys, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Survey.

### Find this page

---

Click **Pool Manager** in Assessments on the Control Panel to open the Pool Manager page.

### Functions

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The Pool Manager functions in the same way as the [Test Manager](#) and offers all of the same options for creating and managing Pools. The difference between Pools and Tests is that Tests can be added to Course areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to Students unless they are included in a Test.

Pools also differ from Tests in the following ways:

- Random Blocks cannot be added to Pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a Test the Instructor can assign a point value.
- A file of Pool questions may be imported from the Pool Manager page by selecting [Import](#).
- A file of Pool questions may be exported from the Pool Manager page by selecting [Export](#). The exported Pool will be packaged in a .zip file. Once a pool is exported questions may not be added to it.

### Pool Creation Settings

---

The Pool Creation Settings function in the same way as the [Test Creation Settings](#). The only difference is there is not an option to **Specify default point values for questions**. Pool questions are not associated with a point value until they are added to a Test.

### Warning

---

When questions are selected from a Pool to be included in a Test links are created between the Test and the Pool for those questions. Instructors should not make changes to Pool questions that have been deployed in a Test once Students have begun taking the Test. A warning will appear if

any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected on the Pool Manager. Certain areas of the questions will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Pool question after a Student has submitted a Test it was included on, the Student will view the new, modified question when they view their grade and feedback. They will not view the original question.

## Export Pool

---

A Question Pool may be exported by selecting **Export** on the Pool Manager page. The exported Pool is packaged in a .ZIP file. Once a pool is exported, questions may not be added to it.

Instructors can choose to export a Question Pool to their local computer or to the *Blackboard Content System* (if it is available). If the *Blackboard Content System* is not available, selecting to **Export** a pool prompts the Instructor to store the pool on their local computer.



If Instructors select to export the pool to the Blackboard Content System, they must enter a destination by either typing a valid path or by selecting Browse. If Browse is selected, the Blackboard Content System will open in a new window. Instructors may select any folder on which they have Write permission. It is not possible to export a pool to an existing file; therefore, only folders inside the Blackboard Content System can be selected. If an Instructor manually enters a Blackboard Content System path without Write permission on that path, an error message appears. In addition, if exporting a pool exceeds the quota of the destination path, an error message appears and the export does not occur.



**NOTE:** *Blackboard Content System* Destination paths that are manually entered are case-sensitive.

## POOL IMPORT

### Overview

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Instructors may import a Pool of questions for use in Tests. Pools are exported from the *Blackboard Learning System* and imported as .ZIP packages.

### Find this page

---

Follow the steps below to open the Pool Import page.

1. Select **Pool Manager** in Assessments on the Control Panel.
2. Click **Import** in the Action Bar.

### Field

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Instructors may import a pool from either their local computer or from the *Blackboard Content System*, if it is available. Instructors may manually enter a path in either the **Attach local file** field or in the **Copy file from Content System** field. Alternatively, Instructors may select the **Browse** button next to a field to select the appropriate location of the package file. If the Instructor enters both a local path and a *Blackboard Content System* path, an error message appears.



If the Instructor selects Browse next to Copy file from Content System, the Blackboard Content System opens in a new window. Select the appropriate package file, and click Submit. Folders cannot be selected, and only files on which the Instructor has Read permission will be appear.