Creating Online Quizzes through Test Manager

Adding a Test

1. Go to Control Panel, then Test Manager under Assessment area.
2. Click Add Test.
3. Fill in the appropriate information about the test (Name, Description and Instruction).
4. Click Submit when finished.
5. Now you need to set up the creation settings for the test.

Setting up Creation Settings

Creation Settings provide you with various options during the creation of the test. Test items created before the creation settings were set up do not contain the features for the creation settings you just set up. Therefore, it’s suggested to set up your creation settings before test items are created.
1. Click on the **Creation Settings** button.

![Test Canvas](image)

2. Choose the options you’d like to have for your test items and answers. (You have choices to include images, files, and URLs –web site links for your questions and answers. If you specify default point values for questions, you don’t have to insert point value for each question after you create it. However, you’ll still be able to change an individual question for a different point value if you’d like to.)

![Test Creation Settings](image)

3. Click **Submit**. Then **OK**.
4. Now you need to choose the question types for your test items.

**Selecting Question Types**

1. Click the **Drop-down arrow** to choose which type of question you wish to use. Then click **GO**.

![Test Canvas](image)
2. Now you can type in the questions, answers and feedback in the appropriate boxes. You’re now creating your test items.

3. Click Submit. You’ll be back to the Test Canvas.
4. Repeat steps 1-3 till you’ve finished creating the test.
5. You can adjust the order of the test items by choosing the number before them.

6. You can also remove an item by clicking the Remove button. Be careful. Removing an item after a student takes the test will mess up your gradebook. So be sure to have everything right before you make the test available to students.

7. Click OK when you finished the test.
8. You’ll be back to the Test Manager.

<table>
<thead>
<tr>
<th>Name</th>
<th>Deployed</th>
<th>Date</th>
<th>Modify</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a test within course into folder</td>
<td>No</td>
<td>October 6, 2003</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>test2</td>
<td>No</td>
<td>September 15, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1 – Microsoft LRN content</td>
<td>No</td>
<td>September 28, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>test ownership</td>
<td>Yes</td>
<td>March 9, 2004</td>
<td>Modify</td>
<td>Remove</td>
</tr>
<tr>
<td>creation test settings</td>
<td>No</td>
<td>August 12, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>testing number of choices</td>
<td>No</td>
<td>August 12, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Essay Question</td>
<td>No</td>
<td>August 11, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default text following Test Questions</td>
<td>Yes</td>
<td>October 19, 2003</td>
<td>Modify</td>
<td>Remove</td>
</tr>
</tbody>
</table>

9. You have to deploy a test in a particular content area in order for students to take it.

**Choosing (or Modifying) Test Settings (Options for taking a test) when deploying a test**

1. Go to Control Panel.
2. Go to Assignments (or any content area, such as Course Document, you’d like to post your test).
3. Click Add Test.
4. Select a test from those that you’ve created but haven’t deployed.
5. Click **Submit**. Then **OK**.
6. Click the **Modify the test options** link.

7. Select appropriate options for **Test Availability**, **Test Feedback**, and **Test Presentation**.

8. Click **Submit**. Then **OK**.
9. Now you have created a test and it’s ready for students to take.
10. Be sure to make the test visible to students if you want it available to students.
11. Now you can post an announcement to let your students know that you have a new test for them to complete.
Creating Online Quizzes through Pool Manager

The convenience of a pool manager is that after you create the pool you can use the test items again and again for other tests. You can modify the point value as you wish. So if you create several pools you can combine different test items into various tests.

Creating Pool Items

1. Go to Control Panel.
2. Go to Pool Manager under Assessment area.
3. Click Add Pool.
4. Fill in the appropriate information (name, description, and instruction).
5. Then Submit.
6. Click Creation Settings.
7. Set up your pool creation settings by checking the check box. (You don’t have choices of point value for pool creation settings which is different from the test creation settings.)

8. Then **Submit**.

9. Click the **Drop-down arrow** to choose which type of question you wish to use. Click **GO**.

10. Follow the steps for test creation till you finish all the test items.

11. Click **OK** till you’re back to Control Panel.

12. Now you need to insert pool items to a test.
Inserting Pool Items to a Test

1. Go to Control Panel.
2. Go to Assignments (or any content area, such as Course Document, you’d like to post your test).
3. Click Add Test.
4. Select the test that you’d like to insert test items from a pool.
5. Click Submit. Then OK.
6. Click Modify the test.
7. Click the **Drop-down arrow** and select **From a Question Pool or Assessment**. Then click **GO**. (This choice actually allows you to select test items either from tests that are not deployed or from the pools.)

8. Select **Question Types** by clicking on the check box.

9. Click **Search**.
10. Check those items you select.

11. Then **Submit**. Now you’ve added the test items from a pool.
12. Click OK after you finish inserting the test items.

13. Now you’re back to **Modify Test** window. You also have choices to **Modify the test options** if you’d like to.
Creating a Survey and Making a Survey Visible to Your Students

You can create a survey through Survey manager then deploy it to a content area as when you create tests through Test Manager, or you can create a survey in a content area directly.

Creating a Survey in a Content Area

1. Go to Control Panel.
2. Go to Assignments (or any content area, such as Course Document, you’d like to post your test).
3. Click on the drop-down menu and choose Survey, then click Go.

4. Click the Create button and fill in the basic information. Then Submit.

5. The next screen you’ll see is the Survey Canvas.
6. Click on **Creation Settings**. Select display options that you want for your survey by checking the boxes. Then click **Submit**.

7. Choose which **type of questions** you want your survey to have by clicking on the **drop-down menu**. Click **Go** and follow the directions on the next screens to complete your survey questions.

8. Click **OK** until you finish all the survey questions.
9. Choose the survey that you just created under **Select an Existing Survey**. Then click **Submit**. Now your survey has been added to **Assignments area** (or the content area you selected).
10. Be sure that you make your survey visible to your students by going to **Modify the survey options**.

11. Fill in the appropriate information for the survey Information, Survey Availability, Survey Feedback, Survey Presentation. Then **Submit**.

**Survey Options**

**Survey Information**
- **Name:** FirstSurvey
- **Description:**

**Survey Availability**
- **Do you want to make the link visible?** Yes
- **Launch item in external window:** No
- **Allow multiple attempts:** Permit students to take this assessment multiple times.

**Viewing the Survey Result**

1. Go to **Control Panel**.
2. Go to **Gradebook**.
3. Click on the **name** of the survey.
4. Choose **Assessment Attempt Details**.

5. You’ll be able to see the result of the survey for the whole class.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>True/False</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answers</td>
<td>Percent Answered</td>
</tr>
<tr>
<td>True</td>
<td>100.0%</td>
</tr>
<tr>
<td>False</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unanswered</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Note:**
Instructors will be able to view the survey result as a whole class. Instructors will not be able to view an individual student’s survey result instead they can view whether the student has completed the survey or not.
Security Issue

Professors have concerns when using online tests. This may be reasonable because the reality is that we can’t guarantee that students work on their own when they’re not under instructors’ supervision. However, professors may hold different philosophy regarding this issue. Some may consider that the process of taking this test is for students to learn or practice even if they manage to pass the test by referring to their text books or notes. Others want to make sure that students are really able to complete the task after the course. Some alternatives are presented for professors to consider.

Administering a test in a lab

This can be an alternative for taking a test in a classroom and you can have the test result right after students submit their test.

Use these tests for practice and review purposes

Instead of using these tests for calculation in their final score, you can use them for practice and review purposes. Others use online tests ahead of class time to motivate students to read the text.

Create authentic tests so that students won’t be able to cheat.

FAQ:
1. **Q:** Can I grant students partial credits for *Multiple Answer* type of questions?
   **A:** Yes. Blackboard provides the option for partial credits.

2. **Q:** Can I catch students’ scores for all their multiple attempts by choosing *Allows multiple attempts*?
   **A:** *Allows multiple attempts* allows students to take the test and submit it several times. Instructors can assign which score to capture in the final calculation by going to the Gradebook and set it up there.

3. **Q:** If I set the time limit for a test, will students be logged out when their time is up?
   **A:** *Set time limit* will only serve as a reminder. Students are still able to submit the test after their time is over, but their time to complete the test will be recorded. Instead of a score you’ll see an exclamation point for this student in the Gradebook. The result will capture the correct or incorrect answers for the test. Instructors are able to manually go into the Gradebook and change the student’s score to reflect the time they took to finish the test as a punishment.

4. **Q:** Can I insert a test item between two items?
   **A:** Yes. Within Test Canvas click the **Add Question Here** link at the bottom to the right of the test item. However you need to choose the question type before you add another question.
Be Cautious

1. *Force Completion type of questions*
   If ‘Force completion’ is selected students will have to complete the test once it is launched, meaning they have to submit the test at the time they take it. If they hit ‘Save’ button accidentally they won’t be able to come back to take it again, in the gradebook they’ll have a lock instead of a score showed up.
   If they use the ‘Back’ navigation button to go back to the test, they’ll see an error message as well and won’t be able to see the result because they haven’t finished the test. They won’t be able to take the test again even the test is set up for multiple attempts. A padlock will show up in the gradebook to show that the test is in process. They’ll have to contact the instructor so that the instructor may clear the attempt and they can continue the test.

   If ‘Force completion’ is not selected, students will be able to save the test, come back to continue and to complete the test with several sections.

2. *Tips for creating ‘Fill in the Blank questions and answers:*
   a. Provide answers that allow for common spelling errors, for example: *there and their*
   b. Provide answers that allow for abbreviations or partial answers, for example: *Ben Franklin, Benjamin Franklin, Mr. B. Franklin.*
   c. Create a question that indicates to students the best way to answer the question, for example: *___, is pictured on the one hundred dollar bill.*
      *Avoid using nicknames or abbreviations in your answer.*
   d. Keep answers limited to one to two words to avoid mismatched answers due to extra spaces or order of answer terms. For example: if the question is *Ben’s favorite colors are___* and the correct answer is *Ben’s favorite colors are red and blue,* but the student types *blue, red,* the answer will be marked incorrect.