Southern Cross University

Using the Tests tool

Creating tests

Tests are created by selecting the **Test** option from the **Assessment** menu on the **Assessment Details** page. This will display the **Create Test** page which allows you to either create a new test, or add an existing test. To create a new test, click on the **Create** button. You are then required to provide a test name and include any description and instructions you wish to include with the test on the **Test Information** page.

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Once the **Test Information** page has been submitted, the **Test Canvas** page appears. Here, questions can be added by choosing to create new questions, reuse previously created questions or upload questions from an external file. Prior to adding questions to your test, confirm that the settings for the questions are suitable to your requirements by selecting **Question Settings**. This page allows you to control question properties including whether you want to be able to provide feedback for individual answers, add images files and web links to feedback and answers, add metadata to questions as well as how many marks each question is worth by default.

Passing the mouse over the **Create Question** button will allow you to select the question type that you wish to create, from a large range of available types. When choosing question types, remember that MySCU will automatically mark many question types (and can provide instant results to students) while some question types (Essays, Short Answer and File Response) will require manual marking.

Available question types

The available question types are listed below. Click on the question type for further information about the type including instructions on how to add that question type to your test.

Calculated Formula: The student is asked to make a calculation and respond with a numeric answer. The numbers used in each question change between students from a range of values you provide.

Calculated Numeric: The student is asked a question that requires a numeric answer. The test will not accept an alphanumeric answer. Answer ranges can be used to accept a range of answer values.

Either/Or: The student must choose from two possible answers: options available are Yes/No, Agree/Disagree, Right /Wrong, and True/False.

Essay: The student types their answer in a text box. **Manual marking required.**

File Response: The student is required to answer the question by uploading a file. **Manual marking required.**

Fill in Multiple Blanks: The student must fill in multiple blanks within the question with missing words. Up to 10 blanks per question can be used.

Fill in the Blank: The student must fill in a single blank in the question with the missing word or words.

Hot Spot: The student is presented with an image and required to select the appropriate part of the image that answers the question by pointing and clicking.

Jumbled Sentence: The student is required to complete sentences by selecting words or phrases from a drop-down list of possible words. The list is the same for all blanks in the sentence, and can contain additional words or phrases.

Matching: The student is required to match an item in one column to items in another column.

Multiple Answer: Students can choose more than one correct answers to a question.

Multiple Choice: Students must choose the correct answer from several choices.

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Opinion Scale/Likert: Students respond to a question/statement by choosing an answer from a comparable scale. Most useful in surveys, though can be used in tests if there is a single correct response.

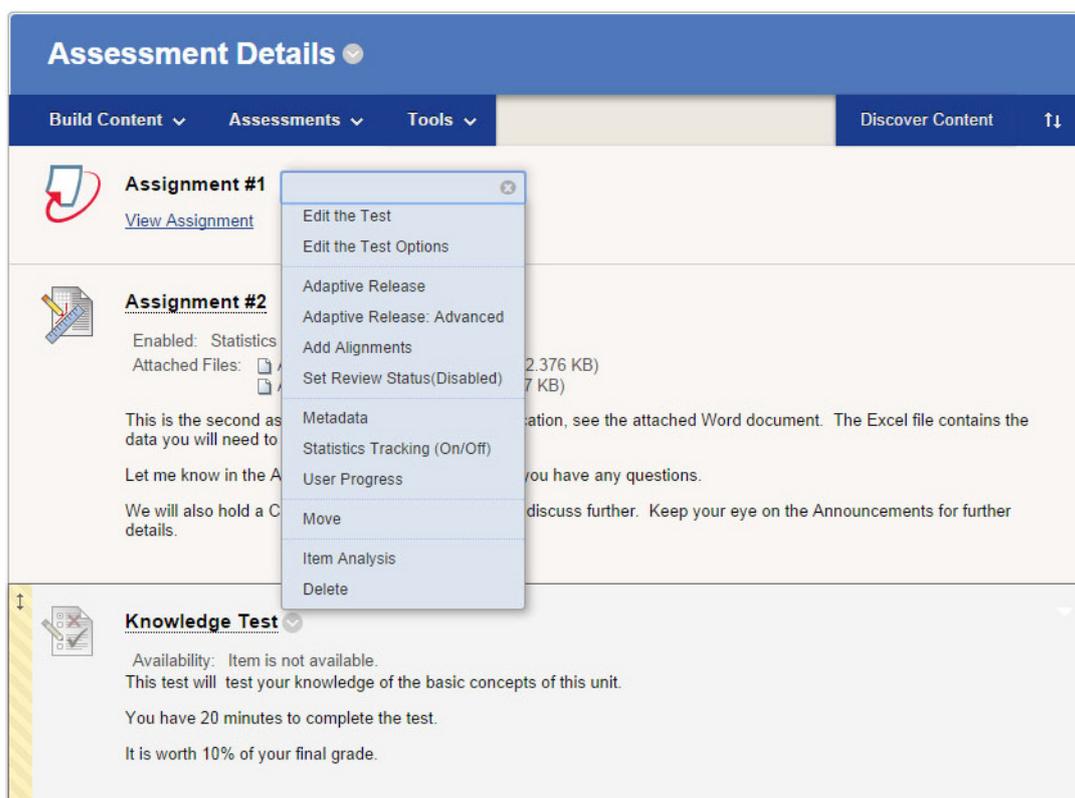Ordering: The student provides an answer to a question by placing a series of items in the correct order.

Quiz Bowl: The student is presented with an answer and must provide the question.

Short Answer: Similar to Essay questions, with options to set a smaller-sized text box to indicate the expected answer length. **Manual marking required.**

True or False: Students must choose either True or False in response to a statement.

As you add questions to your test, they are automatically stored so that they can be reused in other tests without requiring to be recreated for each test. Groups of related test questions can also be managed in collections called Pools that allow for easy transfer of groups of questions between different tests and random selection of question subsets for use in single tests.

When you have completed adding questions to your test, click **OK** on the **Test Canvas** page. The new test will appear on the Assessment Details page and will not be visible to students until you turn on its availability in its **Test Options** configuration page. To access this page, pass your mouse over the downward arrow next to the name of the test and select **Edit the Test Options**.

The **Test Options** page allows you to change a range of properties for the test as well as making it available to your students. Available options include:

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- **Test Information:** The name, description, instructions and other display options for the test information can be changed here.

- **Test Availability:** You can make the test available to students here, as well as enable an automatic Announcement to be posted. You can also allow additional test attempts to be made, force test completion in a single sitting, set a time limit for completion, choose when and how long the test appears, and password protect access to the test.

- **Test Availability Exceptions:** You can exclude specific users and/or groups from being able to see or take the test.

- **Due Date:** You can set a date and time after which the test can no longer be attempted, or marked as late if attempted.

- **Self-Assessment Options:** You can exclude the test from Grade Centre calculations and/or hide it completely from teaching staff and the Grade Centre.

- **Show Test Results and Feedback to Students:** You can control when test results and feedback are provided to students. The settings you make here will depend upon how you have configured the test earlier regarding whether multiple attempts are allowed and whether the test contributes to a final grade or not.

- **Test Presentation:** You can specify whether all test questions are presented on the one page or each question appears on different pages and whether each question is submitted as they are answered or if all questions are submitted (therefore finalised) after the last question is answered. You can also randomise the questions for each attempt, meaning that each student will receive the questions in different order.

Once you are happy with these settings, select **Submit**. If availability is enabled and the **Display After/Until** setting is not set or includes the current date and time, the test will be available to students. It is advisable to leave availability off until you have undertaken the test in Student View to confirm its correct operation. Remember also that tests can have their access controlled by Adaptive Release (like any other type of content) so students can be required to meet other criteria before a test attempt is allowed.

Further information

Tests, Surveys and Pools from Blackboard Help.

How to Create a Test in Blackboard Learn Blackboard video on YouTube: Watch Video

How to Create a Test Question Blackboard video on YouTube: Watch Video

How to Set Test Options Blackboard video on YouTube: Watch Video

How to Build a Pool of Test Questions Blackboard video on You Tube: Watch Video

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