Blackboard learn

Tests, Surveys, and Pools

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Tests, Surveys, and Pools

Tests and surveys are used to measure student knowledge, gauge progress, and gather information from students. You can create tests and surveys and then deploy them in a course area. You assign points to test questions for grading evaluation, but survey questions are not scored.

Before You Begin

When you create an assessment, consider:

- Is this to be a test or survey?
- Are special instructions needed?
- How many questions?
- What type of questions?
- For tests, what is the point value associated with each question?
- Will partial credit be acceptable for some or all test questions?
- Are some test questions very difficult and may count as extra credit?

About Creating Tests and Surveys

Once added to a content area, test and survey properties such as availability and presentation options are managed there. To learn more, see Creating Tests and Surveys.

After a test or survey is added to a content area, the **Test Options** or **Survey Options** page appears. To learn more, see Deploying Tests and Surveys.

Note: You can view and grade tests submitted by students in the Grade Center. Tests and surveys submitted by students may not be viewed or graded from the content area where they are deployed.

Specifying Question Settings

Before you begin adding questions, you may want to change the test or survey's question settings. Question settings include options to change default point values for a test, add images, files, or web links to feedback and answers, and designate questions as extra credit.

To learn more, see Changing Question Settings.

Deleting a Deployed Test or Survey From a Content Area Without Student Attempts

When you delete a test or survey from a content area, the assessment itself is not deleted. It is still available on the **Tests** or **Surveys** page, and you can edit, redeploy, or delete it from the system.

If students have not attempted to take the assessment, it may be safely deleted from the content area without any loss of data.

If you deploy an assessment again, it is presented as a new assessment. There is no connection or shared data between the first and second deployments and the Grade Center will treat each deployment as separate Grade Center Items.

Deleting a Deployed Test or Survey From a Content Area With Student Attempts

If students have already taken an assessment, be cautious and consider the consequences before deleting it.

Tip: You can make an assessment unavailable before actually deleting it.

Deleting an assessment with attempts has consequences. After selecting delete, a warning appears with options to consider.

- **Preserve scores in the Grade Center for this test, but all attempts for this test will be deleted**. This option deletes the assessment from the content area. Any grades in the Grade Center related to this assessment will remain but the attempt itself will be deleted. In this instance, the grade stays but the assessment and any attempts are deleted. It will not be possible to view any of the student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after deleting the assessment because the details of the attempt were deleted.

- **Remove this content item, the Grade Center item for this test, all grades for this test, and all attempts for this test**. This option deletes the assessment from the content area and erases any record of the assessment from the Grade Center. This will destroy all record of student performance on the assessment.

Use the following steps to delete an assessment from a content area:

1. Navigate to the content area where the assessment is located.
2. Change **Edit Mode** to **ON**.
3. Access the assessment's contextual menu.
4. Select **Delete**.
5. Click **OK** on the dialog box.
6. Select **Preserve scores in the Grade Center for this test, but delete all attempts for this test** or **Delete this content item, the Grade Center item for this test, all grades for this test, and all attempts for this test**. (See previous explanations.)
7. Click **Submit**.

Deleting an Assessment From the Tests or Surveys Pages

On the **Tests** or **Surveys** page, you delete tests and surveys by selecting the **Delete** option from the assessment's contextual menu.

If the **Delete** function does not appear for an assessment, you have deployed it in a content area. Follow the instructions for deleting a deployed assessment before trying to delete the assessment from the **Tests** or **Surveys** page.

Removing an assessment deletes the assessment, but does not have any impact on the Grade Center.

Creating a Test (Flash video | 3m 50s) | Getting Started with Building a Test (PDF file | 22.6 MB)

In this section...

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Creating Tests and Surveys

After you build a test or survey, you create questions or add existing questions from tests, surveys, and pools. Then, you deploy the test or survey in a course area, such as a content area, learning module, lesson plan, or folder.

About Question Settings

On the **Test Canvas**, click **Question Settings** on the action bar to change settings for different aspects of a test or survey. Question settings include options for the following:

- Enabling the feedback option for questions.
- Adding images, files, or web links to questions and answers.
- Adding metadata to questions.
- Determining default point values for questions in tests.
- Designating questions as extra credit, and enabling negative and partial credit scoring.
- Specifying display options, such as numbering options for answers.

To learn more, see Changing Question Settings.

Watch a Tutorial

Double-click the video to enlarge the viewing area.

How to Build a Test or Survey and Add New Questions

Use the following steps to create a test and begin adding questions to it.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, click **Build Test** on the action bar.
4. On the **Test Information** page, type a name, and optional description and instructions.
5. Click **Submit**.
6. On the **Test Canvas**, point to **Create Question** on the action bar to access the drop-down list.
7. Select a question type.
8. On the **Create/Edit** page, provide the necessary information to create a question.
9. Click **Submit**.

   -OR-

   You can add new questions exactly where you want them on the **Test Canvas**. Click the plus sign before or after another question and choose a question type.

10. On the **Test Canvas**, you can change a question's point value.
    a. Click a question's current point value.
    b. In the **Update Points** pop-up box, edit the points.
    c. Click **Submit**.
11. Repeat Step 7 through Step 11 to add more questions.

12. Click **OK**. The test is added to the list on the **Tests** page and is ready to deploy in a course area.

You create surveys in the same way. Points are not assigned to survey questions.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.

2. On the **Tests, Surveys, and Pools** page, select **Surveys**.

3. On the **Surveys** page, click **Build Survey** on the action bar.

4. On the **Survey Information** page, type a name, and optional description and instructions.

5. Click **Submit**.

6. On the **Survey Canvas**, point to **Create Question** on the action bar to access the drop-down list.

7. Select a question type.

8. On the **Create/Edit** page, provide the necessary information to create a survey question.

9. Click **Submit**.

10. Repeat Step 7 through Step 10 to add more questions.

11. Click **OK**. The survey is added to the list on the **Surveys** page and is ready to deploy in a course area.

Reordering Questions

By default, when you create new questions using the **Create Question** drop-down list, they are added to the end of the test. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

Note: Changing question order only affects new test attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are numbered automatically in the order they are added, and the question numbers update when items are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.

Editing Tests and Questions

On the **Test Canvas**, you can add, edit, and delete questions in a test. You can also add question sets or random blocks, reorder questions, and edit a test's information before students submit attempts.

Access the **Test Canvas** from the Grade Center, the **Course Tools** section in the **Control Panel**, and by accessing a deployed test in a course area, such as a content area or learning module.

After students submit attempts, the ability to modify a test is limited. Once a test has attempts associated with it, you cannot add a question, modify the number of questions in a question set, or change a random block definition or options.

How to Edit Tests From the Grade Center

1. Access the Grade Center.
2. In the column heading for the test, access the contextual menu.
3. Select **Edit Test**. The **Test Canvas** appears.

How to Edit Tests From the Course Tools Section

1. In the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, access a test's contextual menu.
4. Select **Edit**. The **Test Canvas** appears.

How to Edit Tests From a Course Area

You can edit a test that is deployed in a course area, such as a content area, learning module, lesson plan, or folder. In this example, a test is edited from a content area.

1. In a content area, access a test's contextual menu.
2. Select **Edit the Test**. The **Test Canvas** appears.

How to Edit Test Questions

1. On the **Test Canvas**, access a question's contextual menu.
2. Select **Edit**. The question's **Create/Edit** page appears.

How to Change Point Values

You can change possible points awarded for answering questions correctly.

1. On the **Test Canvas**, select the check box for each question requiring a change.

2. On the action bar, type a number in the **Points** box.

3. Click **Update** or **Update and Regrade** to make your changes.

   -OR-

1. On the **Test Canvas**, click a question's current point value.

2. In the **Update Points** pop-up box, edit the points, set the question as **Extra Credit**, or give **Full Credit**.

3. Click **Submit** or **Submit and Regrade** to make your changes.

In both cases, new grades are recalculated for all previously submitted tests. To remove a question's **Extra Credit** or **Full Credit** designation, click the question's current point value and clear the appropriate check box.

Note: You will not be able to add extra credit or partial credit for questions unless you chose these options in **Question Settings** on the action bar.

How to Delete Test Questions

After you deploy a test and students submit attempts, you can delete questions. All affected submissions are regraded. If a test has one or more attempts in progress, you cannot delete questions.

1. On the **Test Canvas**, select the check box for each question to delete.

2. On the action bar, click **Delete and Regrade**.

The question numbers update after one or more questions are deleted. New grades are recalculated for all previously submitted tests.

How to Reorder Questions When Submissions Exist

By default, when you create new questions using the **Create Question** drop-down list, they are added to the end of the test. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

Note: Changing question order only affects new test attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are automatically numbered in the order they are added, and the question numbers update when questions are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.

Test and Survey Options

Test and survey options allow instructors to edit the name and description of a test or survey. Options control the availability, presentation, and feedback. These options are available only after a test or survey is added to a content area. When instructors add a test or survey to a content area, it is "deployed."

To edit options for a deployed test or survey, access a test or survey's contextual menu and select **Edit the Test Options** or **Edit the Survey Options**.

Editing Test or Survey Options

Test and survey availability is set after you add a test or survey to a content area. Availability is managed on the **Options** page. When you make a test or survey unavailable, it is deployed to a content area, but a link does not appear to students. When **Edit Mode** is **ON**, instructors and course builders can see unavailable tests. To learn more, see Edit Mode.

The following table provides descriptions of the test and survey availability, and feedback options.

Option	Description
Make the Link Available	Select **Yes** to make a link to the test or survey appear to students. If you set this option to **No**, it will not appear to students. You can set this to available, and then use the **Display After** and **Display Until** fields to limit the amount of time the link to the assessment appears.
Add a New Announcement for this Test/Survey	Select **Yes** to create an announcement for the test or survey. The announcement will include the date and state, "An assessment has been made available in [Course area that includes the link to the Assessment]." This announcement will appear in the course announcements as well as the **My Course** and **My Announcements** modules. If an announcement was previously posted using this feature, the date and time of the most recent announcement is displayed.
Multiple Attempts	This option allows students to take the assessment multiple times. The status of multiple attempts is displayed to students at the top of the assessment. Select **Allow Unlimited Attempts** so students can take the assessment as many times as they want. Select **Number of Attempts** and provide the amount to indicate a specific number of attempts that is allowed. If you allow multiple attempts for a test, the most recent graded attempt's score appears in the Grade Center and shows to students in **My Grades** by default. To change the attempt used for the score, go to the Grade Center and access a test's column header contextual menu. Select **Edit Column Information** and select from the options in the **Score Attempts Using** drop-down list.

Option	Description
Force Completion	If you select **Force Completion,** students must complete the assessment the first time it is launched. Students may not exit the assessment and continue working on it at a later date. The **Save** function is available for students to save the assessment as they work through it, but they may not exit and re-enter the assessment. At the top of the assessment, **Force Completion** is noted and explained to students. If you do not enable **Force Completion**, students may save their progress and complete the assessment at another time.
Set Timer	Select this check box to set a time limit for finishing the assessment. If you select this option, enter the amount of time to allow for the test or survey in the hours and minutes boxes. During the assessment, the time elapsed is displayed to students. As students approach the time limit, a one-minute warning also appears. Selecting this option also records completion time, available in the **Test Information** section when the attempt is complete. *Note:* If a student saves and exits the assessment, the timer continues. For example, if he begins the test on Tuesday, saves and exits it, then completes it on Thursday, his completion time will be 48 hours. If you set the timer, turning on **Auto-Submit** will save and submit the assessment automatically when time expires. Leaving it off gives students the option to continue after time expires.
Display After	Select the date and time when the test or survey will become available to students. This field is optional. You can control availability through the **Make the Link Available** option without setting specific dates.
Display Until	Select the date and time the test will be made unavailable to students. This field may be left blank.
Password	Select this check box to require a password for students to access the assessment. If you select this check box, enter a password in the text box. Passwords cannot be longer than 15 characters and are case sensitive.
Test Availability Exceptions	Select one or more groups of students and make a number of exceptions to the already established availability settings. You can use exceptions to provide an accommodation to a disabled student or provide accommodations for technology and language differences. You can create exceptions for: • Number of attempts. • Timer. • Availability. • Force completion.
Show Test Results and Feedback to Students	Test results and feedback are available to students after they complete a test. Set *up to* two rules to show results and feedback. If conflicts in rules occur, the most permissive settings for that user or group of users is

Option	Description
	granted. For example, students would receive the greatest number of attempts, longest availability time, and so on.
	• **When**: Sets when appropriate test results and feedback are shown to students: After Submission, One-time View, On Specific Date, After Due Date, After Availability and End Date, After Attempts are Graded. • **Score**: Shows the score a student achieved out of points possible. • **All Answers**: Shows all answer options. • **Correct**: Shows the correct answers. • **Submitted**: Shows all of a student's submitted answers. • **Feedback**: Shows instructor-generated feedback messages for each question. • **Show Incorrect Questions**: Shows the questions a student answered incorrectly or partially incorrectly.
	Example: You select **After Submissions**, **Score**, **All Answers**, **Correct**, **Submitted**, **Feedback**, and **Show Incorrect Questions**. Students see their scores along with all answer options. They also see their submitted answers marked as correct or incorrect, and any feedback you have provided.
	Example: If students are taking the test at different times, you can choose to make a limited amount of feedback available until all students have completed the test. When you first deploy the test, you can choose to present only the **Score**. After all students have taken the test, edit the test options to show more. You can create an announcement to notify students that additional feedback is available. Students can return to the test to view the additional feedback.

About Unavailable Tests and Surveys

The difference between unavailable and deleted assessments:

• Deleted assessments have been deleted from a course. Deleting an assessment is irreversible.

• Unavailable assessments are deployed to a content area, but a link does not appear to students. You can access assessments through the **Control Panel** > **Course Tools** > **Tests, Surveys, and Pools**.

You manage assessment availability on the **Test Options** or **Survey Options** page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** dates and

times. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Using the Self-Assessment Options

By default, a deployed test is included in Grade Center calculations. However, sometimes you may want to allow students to take tests for review or practice without impacting Grade Center calculations.

You can turn the test into a self-assessment by hiding students' scores in the Grade Center. This allows students to take tests to reinforce learning without feeling pressure about a score affecting their total grades. Select the appropriate options in the **Show Test Results and Feedback to Students** section so they are able to see how they did. If you select all options, students will see the answers they selected and which ones are correct.

Option	Description
Include this Test in Grade Center Score Calculations	Select this option to include this test in Grade Center calculations. If the test is not included, the score does not affect any Grade Center calculations.
Hide Results for this Test Completely from Instructor and the Grade Center	Select this option to hide this test score from you and exclude it from Grade Center calculations. The display in the Grade Center will read Complete/Incomplete and N/A or zero appears on the **Grade Details** page. You cannot see students' answers to questions. Students are able to view their own scores. Selecting this option makes **Include this Column in Other Grade Center Calculations** and **Show Statistics (average and median) for this Column to Students in My Grades** unavailable when editing column information in the Grade Center.

Editing Survey Feedback

When you deploy a survey, two feedback options appear on the **Survey Options** page. The survey feedback options determine the type of results students receive after a survey is submitted. You can select one or both options.

Feedback Mode	Description
Status	Students see whether the survey is complete or incomplete.
Submitted Answers	Students see the answers they submitted.

Editing Test Presentation

The following table describes the options for presenting questions on tests and surveys.

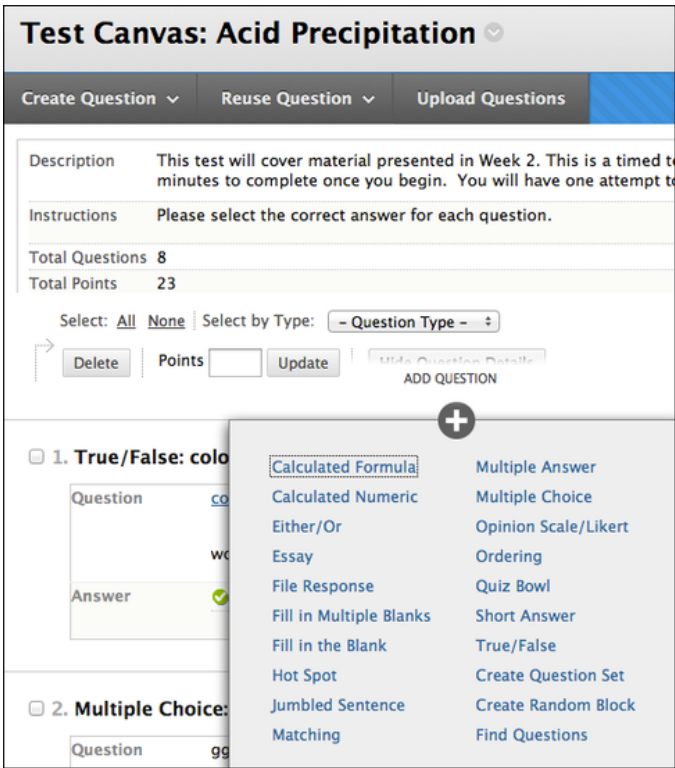| Option	Description
All at Once	Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. When selected, you may not select **Prohibit Backtracking**.
One at a Time	Displays one question at a time. The screen includes navigation tools to move between questions. The **Submit** function only appears on the last page of the assessment. You may also select **Prohibit Backtracking** and **Randomize Questions**.
Prohibit Backtracking	Prevents students from going back to questions they have already answered. If you do not allow backtracking, questions are presented one at a time and the <<, <, and >> functions do not appear to users during the test or survey.
Randomize Questions	Display questions in a random order each time the assessment is taken. If you include references to the question numbers as they appear on the **Test Canvas**, do not use this option because the random order will change question numbering.

Using the Test and Survey Canvas

A test or survey's canvas allows you to edit the name and instructions, create and edit questions, and change question settings. You can use the check boxes to select any or all questions and then delete them or change their point values.

After you deploy a test or survey and students have submitted results, you can edit, delete, and reorder existing questions. For tests, you can also change the point values of existing questions even after students submit attempts. Any submissions affected by test changes are regraded.

Adding Questions

Before students take a test, you can **add** new questions exactly where you want them on the test canvas. Click the plus sign before or after another question and choose a question type.

Performing Tasks on the Canvas Page

The following table describes tasks you can perform from the **Test** or **Survey Canvas**.

Task	Action
Change the test or survey's name, description, or instructions	Access the **Canvas** title's contextual menu and select **Edit**.

Task	Action
Create a new question	On the action bar, click **Create Question** and select a type of question from the drop-down list. *Note:* This option is not available for tests and surveys with submissions.
Change the order of the questions	Press the double arrows to the left of the question title and drag the question to a new position. When you reorder or randomize questions, the numbers update. For this reason, use caution when referring to specific question numbers.
Change the settings for the questions	On the action bar, click **Question Settings** to adjust the default point value and options for scoring, question feedback, the inclusion of images, question display, and metadata. To learn more, see Changing Question Settings.
Change the default point value for all questions in the test	On the action bar, click **Question Settings** and enter a number in the **Default point value** box. *Note:* This option is not available for surveys.
Change the point value for an individual question	Click the **Points** box next to a question title and enter a new value in the **Update Points** pop-up box. Click **Submit**. If the test has submissions, select **Submit and Regrade**.
Change the point value for several questions at once	Select the check boxes for questions and type a new value in the **Points** pop-up box at the top of the question list. Click **Update**. If the test has submissions, select **Update and Regrade**.
Copy a question	Access a question's contextual menu and select **Copy**. The **Create/ Edit Question** page appears, and you can modify the copied question. Copied questions retain all of the settings of the original question. *Note:* This option is not available for tests and surveys with submissions.
Edit a question	Access a question's contextual menu and select **Edit**. Changes made to linked questions are reflected in all tests or surveys that contain a link to that question. Tests that are in progress do not display changes to a linked question. To learn more, see Reusing Questions.
Associate or manage a rubric	Access a question's contextual menu and select **Edit**. You can associate rubrics with essay questions, file response questions, or short answer questions. To learn more, see Rubrics.

Task	Action
Delete a question	Access a question's contextual menu and select **Delete**. A confirmation box appears. Deleting a question is irreversible. You cannot delete a question for a test that is in progress. If the test has submissions, select **Delete and Regrade**.
Reuse a question from another test or survey	On the action bar, point to **Reuse Question** and select **Find Questions** from the drop-down list. *Note:* This option is not available for tests and surveys with submissions. To learn more, see Reusing Questions.
Create a random block	On the action bar, point to **Reuse Question** and select **Create Random Block** from the drop-down list. A random block is a group of questions retrieved from a question pool. You select how many questions are drawn from the pool and used in the test. To learn more, see Creating and Editing a Random Block.
Preview the questions within the random block	…**Preview questions that match selected criteria** to view the list of questions. Click the preview function next to the question you want to view.
Create a question set	On the action bar, point to **Reuse Question** and select **Create Question Set** from the drop-down list. A question set is a group of explicitly chosen questions that can be presented in a random fashion determined by the instructor. *Note:* This option is not available for tests and surveys with submissions. To learn more, see Creating Question Sets.
Upload questions	On the action bar, click **Upload Questions** and **Browse** for a file containing specially formatted questions to import. *Note:* This option is not available for tests and surveys with submissions. To learn more, see Uploading Questions.

Deploying Tests and Surveys

After you create a test or survey, the next step is to deploy it to users in your course. This is a two-step process: adding the test or survey to a course area, and then making it available.

About Unavailable Tests

The difference between unavailable and deleted assessments:

- Deleted assessments have been deleted from a course. Deleting an assessment is irreversible.
- Unavailable assessments are deployed to a content area, but a link does not appear to students.

You can access assessments through the **Control Panel** > **Course Tools** > **Tests, Surveys, and Pools**.

You manage assessment availability on the **Test Options** or **Survey Options** page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** dates and times. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Before You Begin

Before you can deploy a test or survey, you need to create it and create new questions, or use the **Find Questions** feature to copy or link existing questions to it.

To learn more, see Creating Tests and Surveys and Reusing Questions.

How to Add a Test or Survey to a Content Area

1. Navigate to the course area where you want to add a test or survey.
2. On the action bar, point to **Assessments** to access the drop-down list.
3. Select **Test** or **Survey**.
4. Select a test or survey from the **Add Test** or **Add Survey** list.
5. Click **Submit**. The **Test Options** page appears.

How to Make a Test or Survey Available

You set test and survey availability after you deploy the assessment in a course area. You manage availability on the **Test Options** page.

1. On the **Test Options** or **Survey Options** page, click **Yes** to **Make the Link Available** to users. If you select **No**, it will not appear to students. You may make the link available, and then use the **Display After** and **Display Until** fields to limit the amount of time the link appears.
2. Set the following availability and feedback options for a test or survey:

Option	Function
Add a New Announcement for this Test or Survey	The announcement will include the date and state "an Assessment has been made available in [Course Area that includes the link to the assessment]." This announcement will appear in the course announcements as well as the **My Course** and **My Announcements** modules. If an announcement was previously posted using this feature, the date and time of the most recent announcement appears.
Multiple Attempts	This option allows students to take the assessment multiple times. The status of multiple attempts is displayed to students at the top of the assessment. Select **Allow Unlimited Attempts** so students can take the assessment as many times as they want. Select **Number of Attempts** and provide the amount to indicate a specific number of attempts that is allowed. If you allow multiple attempts for a test, the most recent graded attempt's score appears in the Grade Center and shows to students in **My Grades** by default. To change the attempt used for the score, go to the Grade Center and access a test's column header contextual menu. Select **Edit Column Information** and select from the options in the **Score Attempts Using** drop-down list.
Force Completion	If you select **Force Completion,** students must complete the assessment the first time it is launched. Students may not exit the assessment and continue working on it at a later date. The **Save** function is available for students to save the assessment as they work through it, but they may not exit and re-enter the assessment. At the top of the assessment, **Force Completion** is noted and explained to students. If you do not enable **Force Completion**, students may save their progress and complete the assessment at another time.
Set Timer	Select this check box to set a time limit for finishing the assessment. If you select this option, enter the amount of time to allow for the test or survey in the hours and minutes boxes. During the assessment, the time elapsed is displayed to students. As students approach the time limit, a one-minute warning also appears. Selecting this option also records completion time, available in the **Test Information** section when the attempt is complete. *Note:* If a student saves and exits the assessment, the timer continues. For example, if he begins the test on Tuesday, saves and exits it, then completes it on Thursday, his completion time will be 48 hours. If you set the timer, turning on **Auto-Submit** will save and submit the assessment automatically when time expires. Leaving it off gives students the option to continue after time expires.

Option	Function
Display After and **Display Until**	Select the date and time when the test or survey will become available to students. This field is optional. You can control availability through the **Make the Link Available** option without setting specific dates.
Display Until	Select the date and time the test will be made unavailable to students. This field may be left blank.
Password	Select this check box to require a password for students to access the assessment. If you select this check box, enter a password in the text box. Passwords cannot be longer than 15 characters and are case sensitive.
Test Availability Exceptions	Select one or more groups of students and make a number of exceptions to the already established availability settings. You can use exceptions to provide an accommodation to a disabled student or provide accommodations for technology and language differences. You can create exceptions for: ◦ Number of attempts. ◦ Timer. ◦ Availability. ◦ Force completion.
Show Test Results and Feedback to Students	Test results and feedback are available to students after they complete a test. Set *up to* two rules to show results and feedback. If conflicts in rules occur, the most permissive settings for that user or group of users is granted. For example, students would receive the greatest number of attempts, longest availability time, and so on. ◦ **When**: Sets when appropriate test results and feedback are shown to students: After Submission, One-time View, On Specific Date, After Due Date, After Availability and End Date, After Attempts are Graded. ◦ **Score**: Shows the score a student achieved out of points possible. ◦ **All Answers**: Shows all answer options. ◦ **Correct**: Shows the correct answers. ◦ **Submitted**: Shows all of a student's submitted answers. ◦ **Feedback**: Shows instructor-generated feedback messages for each question. ◦ **Show Incorrect Questions**: Shows the questions a student answered incorrectly or partially incorrectly. *Example:* You select **After Submissions**, **Score**, **All Answers**, **Correct**, **Submitted**, **Feedback**, and **Show Incorrect Questions**. Students see their scores along with all answer options. They also see their submitted answers marked as correct or incorrect, and any feedback you have provided.

Option	Function
	Example: If students are taking the test at different times, you can choose to make a limited amount of feedback available until all students have completed the test. When you first deploy the test, you can choose to present only the **Score**. After all students have taken the test, edit the test options to show more. You can create an announcement to notify students that additional feedback is available. Students can return to the test to view the additional feedback.

3. Click **Submit**.

Controlling the Presentation of a Test or Survey

Additional options are available to control the presentation for an assessment.

Option	Function
Include this Test in Grade Center Score Calculations	Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to students to be used in Grade Center calculation. Self-assessment tests are generally not included in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations. This test is also excluded from weighting.
Hide Results for this Test Completely from Instructor and Grade Center	This option is available only for tests, and if you select it, a test can be made to behave like a survey, even if points are assigned to the test questions. The display in the Grade Center will read **Complete/Incomplete**, and N/A (not applicable) or zero appears on the **Grade Details** page. You will not be able to see any student grades, view answers, aggregate results, or download result details for this test. To protect student privacy, you cannot reverse this choice later without deleting all attempts.
Presentation Mode	**All at Once**: Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If selected, you cannot select **Prohibit Backtracking**. **One at a Time**: Displays one question at a time. The screen includes navigation tools to move between questions. The **Submit** function appears only on the last page of the assessment. You may also select **Prohibit Backtracking** and **Randomize Questions**.
Prohibit Backtracking	Select this check box to prevent users from going back to questions that they have already answered. If you do not allow backtracking, questions are presented one at a time and the <<, <, and >> functions will not appear to users during the test or survey.

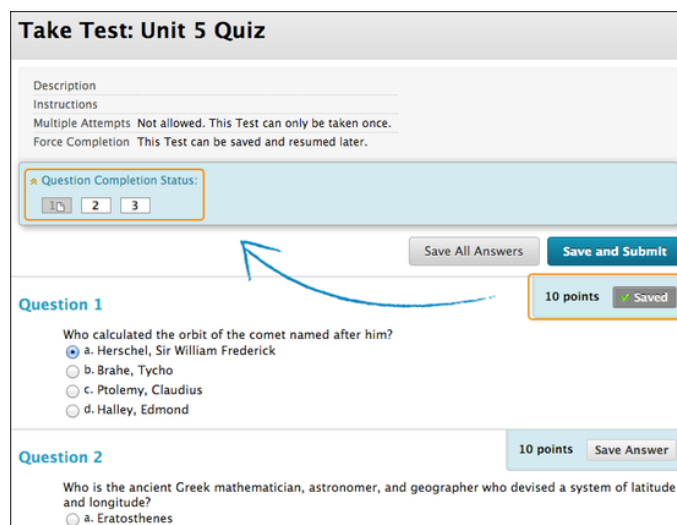| Option	Function
Randomize Questions	Click to display questions in a random order each time the test or survey is taken. If you have included references to the question numbers as they appear on the **Test Canvas**, do not use this option because the random order will change question numbering.

Test and Survey Question Status

The test and survey question completion status is a tool to provide students with a quick up-to-date view of their progress (complete or incomplete questions) in an assessment at all times.

Using the Question Completion Status Tool

The **Save Answer** function next to each question provides a visual reminder to students to save their work periodically.

Whenever a student is taking an assessment, the completion status of questions appears at the top of the page, just below the **Instructions** box. The question completion status remains at the top of the page even as the student scrolls down through the assessment. Use the double arrows to expand or collapse the status section.

When the student answers a question and moves to the next question in a question-by-question assessment, the status box is updated to show that the previous question was answered. If the student does not answer a question and moves to the next question, the status box shows that the previous question was not answered.

The student can navigate between questions by clicking the question number in the status box. This is applicable only to tests deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, students can use a **Save** function 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** function at the bottom of the page) changes the question completion status to show which questions have been completed.

How to View Test or Survey Results

1. In the Grade Center, navigate to the test or survey's column.
2. Access the column's contextual menu.
3. Select **Attempts Statistics**. The results display on the **Statistics** page.

Note: Because surveys are anonymous, the results are delivered only as statistics, and it is not possible to view individual answers. If an open-ended essay question was included in the survey, all responses will be listed.

Test and Survey Results

You can view statistical information about your tests and surveys from the Grade Center. For example, you can view what percentage of your students chose each multiple choice answer for one of your tests.

How to View Test or Survey Results

1. Access the Grade Center and navigate to a test or survey's column.
2. Access the column's contextual menu.
3. Select **Attempts Statistics**. The results display on the **Statistics** page.

Test Statistics: Unit 2 Quiz

Name	Unit 2 Quiz
Attempt Score	18.57143
Attempts	7 (Total of 8 attempts for this assessment)
Graded Attempts	7
Attempts that Need Grading	0
Instructions	

Question 1: Multiple Choice — Average Score 5.71429 points

To say a scientific hypothesis is relevant means:

Correct		Percent Answered
	you can develop a useful technology from it.	14.286%
☑	the hypothesis relates to observed phenomena.	57.143%
	the hypothesis is only valid for one culture.	14.286%
	the hypothesis agrees with past theory.	14.286%
	Unanswered	0%

Question 2: Multiple Choice — Average Score 7.14286 points

Which statement is FALSE for Ptolemy's model of the universe?

Correct		Percent Answered
	All heavenly motions were based on circles.	14.286%
☑	The Ptolemaic universe was infinite in size.	71.429%

Note: Because surveys are anonymous, you cannot view any student's individual answers. If you included an open-ended essay question in the survey, all responses are listed.

Download Results

In the Grade Center, each test or survey column's contextual menu also has a **Download Results** option. This option allows you to compile the questions and answers in a spreadsheet to review offline.

When you download test results, the results include the users' names and usernames. Unlike tests, surveys are intended to gather opinions from students where they can reply honestly because their anonymity is protected. As a result, when you download survey results, the results will not include any information that identifies each user.

Neither test nor survey results include statistical information.

Formatting Options

When you download information, you can select the delimiter type for the downloaded results for the test or survey. Comma-delimited files (CSV) have data items separated by commas. Tab-delimited files (TXT) have data items separated by tabs.

Note: If you pasted test or survey information from an HTML or Word document when creating your questions and answers, you may see HTML code in your spreadsheet.

Changing Question Settings

Use the **Question Settings** page to adjust question settings for a test, survey, or pool. Question settings include:

- Enabling feedback for answers.
- Determining default point values for questions in tests.
- Specifying whether or not to offer partial, negative, and extra credit.
- Adding metadata to questions.
- Adding images, files, or web links to answers.
- Determining display options such as numbering and ordering of answers.
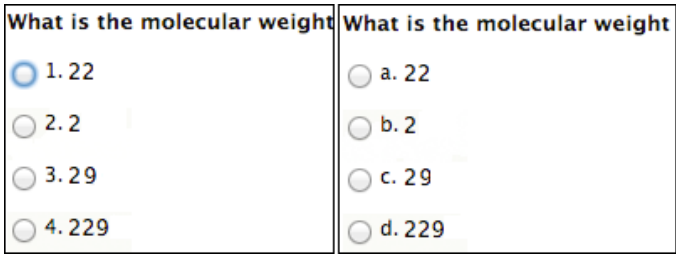
How to Change Question Settings

In this example, a test is accessed. Use the same steps to access surveys and pools.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Tests**.
3. On the **Tests** page, access the test's contextual menu and select **Edit**.
4. On the **Test Canvas**, click **Question Settings** on the action bar.
5. On the **Test Question Settings** page, make your changes to the following options.

Option	Description
Provide feedback for individual answers	Select this option to allow response feedback boxes for individual answers rather than just one set of feedback boxes for correct or incorrect answers. You cannot provide individual feedback for answers to True/False, Ordering, and Matching questions.
Add images, files, and web links to individual feedback and answers	Select these options to allow adding images, files, and web links to individual feedback and answers.
Add categories, topics, levels of difficulty, keywords and instructor notes to questions	Select this option to allow adding categories, topics, levels of difficulty, and keywords metadata to questions. When searching for questions from a pool or other tests and surveys, you may search for questions by these criteria. To learn more, see Adding Question Metadata.
Specify default points when creating questions	Select this option to automatically assign all questions in the test the same default point value. Type the value in the **Default point value** box. To be effective, you must set the default point value before creating questions. If you change the default point value, only new questions will have the new value. Questions you created before the modification have the old point value.

Option	Description
	Note: You cannot specify a default point value for questions in pools or surveys.
Specify partial credit options for answers	Select this option to make partial credit available for questions included in the test. If selected, an option to give partial credit appears when you create or edit questions. *Note:* The partial credit option does not appear for pools or surveys.
Specify negative points options for answers	Select this option to make negative points available for questions included in the test. The partial credit option must be enabled before the negative points option will appear. Negative points, used to penalize wrong answers or guesses, are typed as a negative percentage value in the partial credit box for each incorrect answer. If selected, an option to allow for negative scoring for answers appears when you create or edit questions. *Note:* The negative points option does not appear for pools or surveys.
Provide option to assign questions as extra credit	Select this option to make extra credit available for questions included in the test. If selected, extra credit is assigned for each question individually after you create it. *Note:* The extra credit option does not appear for pools or surveys.
Specify random ordering of answers	Select this option to allow answers to appear in a random order. If selected, the option appears when you create or edit each question.
Specify the horizontal or vertical display of answers	Select this option to be able to select whether answers appear vertically or horizontally. If selected, the option appears when you create or edit each question.
Specify numbering options for answers	Select this option to determine the answer numbering, such as 1 2, 3 or A, B, C. If selected, the option appears when you create or edit each question. *Tip:* When the answer is a number, test takers can confuse numbers that denote the order of the answers as part of answer itself. To avoid confusion, use letters to denote the order of answers. What is the molecular weight ○ 1. 22 ○ 2. 2 ○ 3. 29 ○ 4. 229 What is the molecular weight ○ a. 22 ○ b. 2 ○ c. 29 ○ d. 229

6. Click **Submit**.

How to Assign Partial Credit

When you enable partial credit, a portion of the total points for a question is awarded when an answer is not entirely correct. You can enable partial credit during question creation or when editing a question.

Partial credit is available for the following question types:

- Calculated Formula
- Fill in Multiple Blanks
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert Question
- Ordering
- Quiz Bowl

For example, you include the following Multiple Choice question with four answers: "What is on a beach?" If the correct answer, "sand," is awarded 5 points, but another choice is "the ocean," you can set partial credit to 40%, awarding 2 points for that answer. If partial credit is enabled but negative points is not, valid percentage values for a question are 0.0 to 100.0.

Note: The partial credit option does not appear for pools or surveys.

Use the following steps to enable the partial credit option and use it for individual questions.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, access a test's contextual menu and select **Edit**.
4. On the **Test Canvas**, click **Question Settings** on the action bar.
5. On the **Test Question Settings** page, select **Specify partial credit options for answers**.
6. Click **Submit**.
7. For each appropriate question, select the check box for **Allow Partial Credit**.
8. For each incorrect answer, type a percentage in the **Partial Credit %** box.
9. Click **Submit**.

After students submit attempts, you may not disable the partial credit option on the **Test Question Settings** page. To remove the partial credit option from an individual question in a test with attempts, clear the question's check box for **Allow Partial Credit**. Click **Submit and Update Attempts** and then **OK**. All test attempt scores are recalculated.

Tip: If you make partial credit available, mention this in the test instructions to encourage a greater degree of test participation.

How to Use Negative Points

You can penalize students' incorrect answers with negative points. This feature is most often used in multiple choice tests to discourage guessing. You can enable the negative points option during question creation or when editing a question.

Negative points for incorrect answers is available for the following question types:
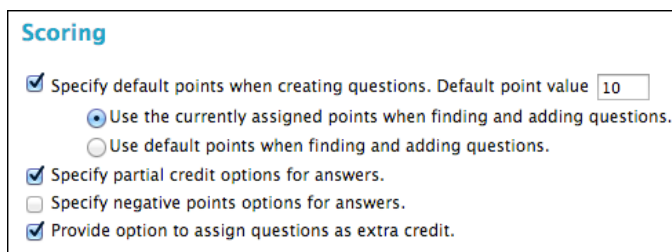
- Matching
- Multiple answer
- Multiple choice

For example, if a multiple choice question awards 5 points for a correct answer and 0 points for skipping it, you can set -20% (or -1 point) for each of the incorrect answers. Valid negative point percentage values for a question are -100.0 to -0.0.

Note: The negative points option does not appear for pools or surveys.

Use the following steps to enable the negative points option and use it for individual questions.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, access a test's contextual menu and select **Edit**.
4. On the **Test Canvas**, click **Question Settings** on the action bar.
5. On the **Test Question Settings** page, select **Specify negative points options for answers**.

    Note: The negative points option appears only if you enabled the **Specify partial credit options for answers** option.

6. Click **Submit**.
7. For each appropriate question, select the check boxes for **Allow Partial Credit** and **Allow Negative Scores for Incorrect Answers**.
8. For each incorrect answer, type a negative percentage in the **Partial Credit %** box.
9. Click **Submit**.

After students submit attempts, you may not disable the negative points option on the **Test Question Settings** page. To remove the negative points option from an individual question in a test with attempts, clear the question's check box for **Allow Partial Credit**, which also disables negative scoring. Click **Submit and Update Attempts** and then **OK**. All test attempt scores are recalculated.

Tip: If you are using negative points as a guessing deterrent, mention this in the test instructions.

How to Award Extra Credit

When you enable extra credit and apply it to an individual question, a correct answer results in adding the points listed in the question's **Points** box to the points earned for the test. An incorrect answer does not result in a point deduction. Questions designated as extra credit are removed from the total points calculation for the purpose of grading. If a student answers all questions correctly on a test with an extra credit question, he or she is awarded a score greater than 100% on the test. You enable extra credit after you create questions.

Note: The extra credit option does not appear for pools or surveys.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, access a test's contextual menu and select **Edit**.
4. On the **Test Canvas**, click **Question Settings** on the action bar.
5. On the **Test Question Settings** page, select **Provide option to assign questions as extra credit**.
6. Click **Submit**.
7. For each appropriate question, click the **Points** box.
8. In the pop-up box, select the check box for **Extra Credit**.
9. Click **Submit**.

To remove extra credit for an individual question, click the **Points** box. In the pop-up box, clear the **Extra Credit** check box. You may disable extra credit for the entire test on the **Test Question Settings** page.

Tip: If you make extra credit available, mention it in the question or in the test instructions.

Negative Points (Flash movie | 4m 13s)

Adding Question Metadata

You can create metadata values for questions to help organize them for future use. The metadata values you create for one question can be used when you create other questions in the same course. On the **Find Questions** page, use these metadata values to help search for questions to reuse. To learn more, see Reusing Questions.

You can add the following metadata values to questions:

- Categories
- Topics
- Levels of Difficulty
- Keywords

The question metadata options are only available if **Add categories, topics, levels of difficulty, and keywords to questions** are selected in **Question Settings**.

Example: **Question Using Metadata**

You create the following True/False question: **The capital of Slovenia is Ljubljana**.

You apply the following metadata to the question:

- **Category**: Geography
- **Topic**: Former Yugoslavia
- **Levels of Difficulty**: Low
- **Keywords**: World Capitals

This question appears in the active filter on the **Find Questions** page when you select Geography, Former Yugoslavia, or Low. To learn more, see Reusing Questions.

How to Add Metadata to a Question

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. Create a new test, survey, or pool -OR- select **Edit** from the contextual menu for an existing test, survey, or pool.
3. On the action bar, point to **Create Question** to access the drop-down list and create a new question -OR- select **Edit** next to an existing question.
4. The **Categories and Keywords** section appears in different places depending on the type of question, but always just before **Instructor Notes**. To add a category, topic, level of difficulty, or keyword, click **Add**.

    Note: If the **Categories and Keywords** section does not appear on the **Create/Edit** pages for a question, this usually means you did not select the check box for **Add categories, topics,**

levels of difficulty, and keywords to questions in **Question Settings** for the assessment.

5. Type a new category, topic, level of difficulty, or keyword in the field and click **OK**. You can also type multiple items at once, separating each with a comma.

6. Click **Choose from Existing** to select an existing category, topic, level of difficulty, or keyword. If there are no existing choices, this option will not appear.

7. Click **Submit**.

How to Manage Question Metadata

1. Access a question's contextual menu.

2. Select **Edit**.

3. To delete a category, topic, level of difficulty, or keyword, click the **X** next to the metadata element.

   -OR-

4. Click **Add** and type a new category, topic, level of difficulty, or keyword in the field and click **OK**.

5. Click **Submit**.

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Question Types

In this section...

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

Calculated Formula Questions

Calculated Formula questions present students with a question that requires them to make a calculation and respond with a numeric answer. The numbers in the question change with each user and are pulled from a range that you set. The correct answer is a specific value or a range of values. You may grant partial credit for answers falling within a range. Calculated Formula questions are graded automatically.

In this example, the numbers 6 and 9 are randomly generated from a range of values set by an instructor.

An instructor created this question by typing the following question text:

> If a small glass can hold [x] ounces of water, and a large glass can hold [y] ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?

When a student views the question, the variables [x] and [y] are replaced with values that are generated randomly from number ranges that an instructor specifies.

Before You Begin

The process for adding a calculated question to an assessment has three steps:

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

This question type allows you to randomize the value of variables in an equation, making it useful when creating math drills or testing students seated closely together.

How to Create the Question and Formula

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Calculated Formula**.
4. In the **Question Text** box, type the information that will appear to students. The question text must contain at least one variable. Surround variables with square brackets. Variables are replaced by values when shown to students.

   Variables can be letters, digits (0-9), periods (.), underscores (_) and hyphens (-). Variables cannot contain the letters "e," "i" and "pi" because they are reserved. Variable names must be

unique, and you cannot reuse them. All other occurrences of the opening rectangular bracket ("[") should be preceded by the back-slash ("\").

5. Type the **Answer Formula**. The formula is the mathematical expression used to find the correct answer. Choose operators from the buttons across the top of the **Answer Formula** box. In our example, the formula is 4y+3x.

   The answer formula tool is written by WIRIS. To learn more, see the WIRIS manual [PDF].

   The *formula is not visible to students*—it is used by Blackboard Learn™ to determine the correct answer to the question.

6. In the **Options** area, leave the **Answer Range** at zero if the answer must be exact. If you will allow a range of answers, set the answer options to define the range of full-credit answers. You can also **Allow Partial Credit** for a range of answers, and select **Units Required**.

   To learn more, see About Setting Answer Options.

7. Click **Next** to proceed.

How to Define the Variables

The next page in the process defines the variables in the formula.

1. In the **Define Variables** section, provide the **Minimum Value** and **Maximum Value**. When the question is presented to a student, Blackboard Learn replaces the variable with a value randomly selected from the range you defined. Optionally, select a decimal place using the **Decimal Places** drop-down list.

2. In the **Answer Set Options** section, select the **Decimal Places for Answer** from the drop-down list. Students must provide the correct answer to this decimal place.

3. Type the **Number of Answer Sets**. This determines the number of possible variations of the question that will be presented to students. You can also specify the number of decimal places and if the correct answer format is normal or exponential.

4. Click **Calculate** to populate the answer sets.

How to Confirm the Variables and Answers

The last step in the process displays the answer sets in a table. Each answer set represents one of the possible variations of the question that can be presented to students.

1. If needed, edit answer sets and click **Calculate** to update the list. Click **Remove** to the right of an answer set to delete it.

2. Optionally, type feedback for correct and incorrect answers.

3. Optionally, add Question Metadata in the **Categories and Keywords** section.

   Note: You must enable the options for feedback and metadata on the **Question Settings** page for those options to appear in individual questions.

4. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

About Setting Answer Options

Options for partial credit and units appear after you select the check box for **Allow Partial Credit** or **Units Required**.

In the preceding example:

- An answer that is within plus or minus 4 is awarded 100% of the point total.
- An answer that is within the partial credit range of plus or minus 5 to 8 is awarded 50% of the point total.

The available options are:

- **Answer Range**: The range of answers that are awarded full credit. Select whether it is a **Numeric** range or a **Percentage** range. If the answer must be exact, type zero for the range.
- **Allow Partial Credit**: Allow partial credit on a less accurate range of answers. Set the **Partial Credit Points Percentage** to be awarded if the student's answer is within the partial credit range.
- **Units Required**: The unit of measurement must be provided in the student's answer. Type the **Answer Units** and **Units Points Percentage** to be awarded if the units are entered correctly.

Examples

The following two examples use variables in equations. You can see how the instructor crafted the question text and the resulting student view of the question.

Example 1

Example 2

[Creating a Calculated Formula Question](Flash video | 3m 19s)

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Calculated Numeric Questions

With Calculated Numeric questions, students are presented with a question that requires a numeric answer. The question does not need to be a mathematical formula. You can provide a text question that requires a numeric answer. It resembles a Fill in the Blank question in which the correct answer is a number.

You can specify an exact numeric answer, or you can specify an answer and an allowable range.

Calculated Numeric questions are graded automatically.

Question 10	10 points	✓ Saved
What percentage of all of Earth's volcanic activity occurs in the oceans?		
90		

Note: Calculated numeric answers must be numeric, not alphanumeric (for example, 42, not forty-two).

How to Create a Calculated Numeric Response Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Calculated Numeric**.
4. Type the **Question Text**.
5. Type the **Correct Answer**. This value must be a number.
6. Type 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. Type the **Correct Response Feedback** that appears in response to a correct answer and the **Incorrect Response Feedback** for an incorrect answer.
8. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?

Creating a Calculated Numeric Question (Flash video | 2m 30s)

Either/Or Questions

In Either/Or questions, students are presented with a statement and asked to respond using a selection of predefined two-choice answers, such as:

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

This question type is useful in surveys to gauge users' opinions. It is a slight variation on the true/false question type, with more options for answer choices.

How to Create an Either/Or Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Either/Or**.
4. Type the **Question Text**.
5. Select a pair of **Answer Choices** from the drop-down list.
6. Select the **Correct Answer**.
7. Type the **Correct Response Feedback** that appears in response to a correct answer and the **Incorrect Response Feedback** for an incorrect answer.
8. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

Hamlet's famous monologue, "To be or not to be...," is a meditation on suicide.

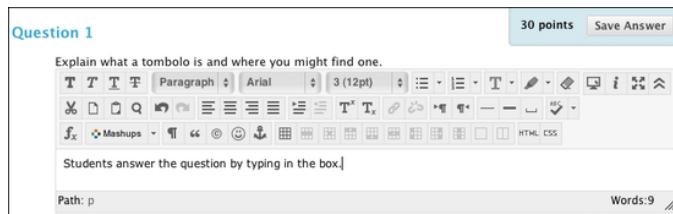Agree/Disagree

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Essay Questions

Essay questions require students to type an answer in a text box. You can type directly in the text box or paste a question from another application, such as a simple text editor like Notepad or TextEdit.

Essay questions are graded manually.

Note: When creating Essay questions, you can use the math and equation editor. To learn more, see Using the Math Editor.

How to Create an Essay Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Essay**.
4. On the **Create/Edit Essay Question** page, type the **Question Text**. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. Optionally, type a sample **Answer**.
6. Optionally, associate a rubric by clicking **Add Rubric**. To learn more, see Rubrics.
7. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Alternatives to Essay Questions

Other question types that allow student input include:

- File Response questions
- Fill in the Blank questions
- Fill in Multiple Blanks questions
- Short Answer questions allow you to limit the length of the response. Like Essay questions, Short Answer questions are manually graded.

Creating an Essay Question (Flash video | 2m)

File Response Questions

File Response questions require students to upload a file from their computers or from the Content Collection as the answer to the question. This type of question is graded manually, and it enables students to work on something before a test and submit it with a test, particularly if it requires a large amount of text.

Submitting the answer this way also allows you to download, review, and assess the submission without an active internet connection, although you will still need to access the Grade Center to assign a grade.

Note: You cannot add File Response questions to surveys.

Alternatives to File Response Questions

You can also use Essay questions for questions that may require a shorter answer from a student, and Short Answer questions allow you to limit the size of the answer box for the response.

Other question types that allow student input are:

- Fill in the Blank questions
- Fill in Multiple Blanks questions

How to Create a File Response Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **File Response**.
4. Type the **Question Text**.
5. Type the **Correct Response Feedback** that appears in response to a correct answer and the **Incorrect Response Feedback** for an incorrect answer.
6. Optionally, associate a rubric by clicking **Add Rubric**. To learn more, see Rubrics.
7. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

Create a diagram of a simple relational database. Upload this file in JPG/JPEG format.

Fill in Multiple Blanks Questions

In Fill in Multiple Blanks questions, students are presented with text containing up to 10 blanks. Each blank can have a maxium of 100 answers. Students complete the sentence by typing the appropriate word or phrase for each blank. For questions with a single blank, use Fill in the Blank Questions.

Fill in Multiple Blanks questions are graded automatically. Answers are scored based on whether the student answer matches the correct answers you provide. You can require student answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You choose whether or not the answer is case sensitive.

To create a Fill in the Multiple Blanks question, type the question text as the students see it, but replace the missing information with variables in square brackets. For example, " The oceanic crust is made of [a] and [b] and is [c] [d] thick." Variables can consist of letters, digits (0-9), periods (.), underscores (_) and hyphens (-). Variable names must be unique and cannot be reused.

Note: In restored courses, case sensitivity is turned off for all existing Fill in Multiple Blanks questions. Edit those questions and select **Case Sensitive**, if needed.

Watch a Tutorial

Double-click the video to enlarge the viewing area.

How to Create a Fill in Multiple Blanks Question

Fill in Multiple Blanks questions have two parts: the question and the set of answers. Phrase the question so that it is apparent where the answer goes. Variables must be unique and placed within square brackets [ ]. Separate sets of answers are defined for each variable. Bracketed variables appear as text boxes to students.

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.

2. On the action bar, point to **Create Question** to access the drop-down list.

3. Select **Fill in Multiple Blanks**.

4. On the **Create/Edit Fill in Multiple Blanks Question** page, type the question, adding the variables in square brackets. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.

5. Select **Allow Partial Credit** if you want to allot each correct answer a fraction of the total point value.

6. Click **Next**.

7. On the next **Create/Edit** page, select the number of answers from the drop-down list for each variable. A single variable can have more than one possible answer.

8. Type answers in the **Answer** boxes.

9. Select **Exact Match**, **Contains**, or **Pattern Match** from each answer's drop down to specify how it will be evaluated against the student's answer.

10. Select the **Case Sensitive** check box if you want the answer to take capitalization into account.

11. Click **Next**.

12. Optionally, type **Feedback** for correct and incorrect responses, add **Categories and Keywords**, or type **Instructor Notes**. To learn more, see Adding Question Metadata.

13. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Note how the answers are constructed for the example question. For variable C, the evaluation method is "Exact Match," since it is a number pulled directly from the textbook. Variable D has two answers, to allow both "km" and "kilometer." The evaluation method for both is "Contains" to allow for minor spelling variations, such as plural or not plural.

Partial Credit

Select **Allow Partial Credit** to award a percentage of the total points when students provide correct answers for some of the blanks. The amount of partial credit is assigned automatically, depending on the question's possible points and the number of answers. This option appears only if you have selected it in the question settings. To learn more, see Changing Question Settings.

1. On the **Test Canvas**, create or edit a Fill in Multiple Blanks question.
2. In the **Options** section, select the **Allow Partial Credit** check box.

Answer Sets for Each Variable

Keep the answers simple and limited to as few words as possible. Limit answers to one word to avoid extra spaces between words or the order of the words causing a student answer to be scored as incorrect.

- Select **Contains** from the drop-down list in the answer to allow for abbreviations or partial answers. This option counts the student's answer as correct if it includes the word or words you specify. For example, set up a single answer that contains Franklin so that Benjamin Franklin, Franklin, B Franklin, B. Franklin, and Ben Franklin are all counted as correct answers. This eliminates the need for you to list all acceptable possibilities for the answer Benjamin Franklin.

- Provide additional answers that allow for common spelling errors or select **Pattern Match** from the drop-down list in the answer to create a regular expression that allows for spelling variations.

Pattern Match

Pattern Match is an advanced technique that enables you to use regular expressions when specifying correct answers to allow for some variability in the answers that will be counted as correct. They enable you to count certain patterns as correct, rather than an exact text match. For example, regular expressions enable grading of the wide range of possible answers that are typical of scientific data.

In a regular expression, most characters in the string match only themselves and are called literals. Some characters have special meaning and are called metacharacters. You can conduct an internet search on ***regular expressions*** for a complete list. Here are a few examples:

- A dot (.) matches any single character except newline characters.
- Brackets [ ] match anything inside the square brackets for one character.
- A dash (-) inside square brackets allows you to define a range. For example, [0123456789] could be rewritten as [0-9].
- A question mark (?) makes the preceding item in the regular expression optional. For example, Dec(ember)? will match Dec and December.

Simple string examples:

- b.t - matches with bat, bet, but, bit, b9t because any character can take the place of the dot (.).
- b[aeui]t matches bat, bet, but, bit.
- b[a-z]t would accept any three-letter combination that begins with b and ends with t. A number would not be accepted as the second character.
- [A-Z] matches any uppercase letter.
- [12] matches the target character to 1 or 2.
- [0-9] matches the target character to any number in the range 0 to 9.

When you select **Pattern Match** for an answer, you can click **Check Pattern** to open a new window where you test your pattern to be sure it will produce the results you want. After testing and editing the pattern, click **Save & Exit** to save your modified pattern as the answer.

Type feedback for students when they give a correct or an incorrect answer. Feedback is optional. When partial credit is awarded, students receive the feedback message for correct answers.

Fill in the Blank Questions

Fill in the Blank questions consist of a phrase, sentence, or paragraph with a blank space indicating where the student should provide the missing word or words. Use Fill in Multiple Blanks Questions to create a question with multiple answers.

Answers are scored based on whether the student answer matches the correct answers you provide. You can require student answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You choose whether or not the answer is case sensitive.

The maximun number of answers is 100.

Note: In restored courses, case sensitivity is turned off for all existing Fill in the Blank questions. Edit those questions and select **Case Sensitive**, if needed.

Watch a Tutorial

Double-click the video to enlarge the viewing area.

How to Create a Fill in the Blank Question

Fill in the Blank questions have two parts: the question and the set of answers. Phrase the question so that it is apparent where the answer goes in the context of the question, and so that there is only one answer. A text box appears following the question for students to type their answers.

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.

2. On the action bar, point to **Create Question** to access the drop-down list.

3. Select **Fill in the Blank**.

4. Type the **Question Text**. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.

5. To add more than one answer, select from the **Number of Answers** drop-down list. To delete an answer, click **Remove**.

6. Type each answer and select **Contains**, **Exact Match**, or **Pattern Match** to specify how the answer is evaluated against the student's answer. For **Contains** and **Exact Match**, select the check box if the answer is **Case Sensitive**.

7. Optionally, type **Feedback** for correct and incorrect responses, add **Categories and Keywords**, and type **Instructor Notes**. To learn more, see Adding Question Metadata.

8. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

About Creating Answers

Keep the answers simple and limited to as few words as possible. Limit answers to one word to avoid extra spaces between words or the order of the words causing a student answer to be scored as incorrect.

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In a regular expression, most characters in the string match only themselves and are called literals. Some characters have special meaning and are called metacharacters. You can conduct an internet search on *regular expressions* for a complete list. Here are a few examples:

- A dot (.) matches any single character except newline characters.
- Brackets [ ] match anything inside the square brackets for one character.
- A dash (-) inside square brackets allows you to define a range. For example, [0123456789] could be rewritten as [0-9].
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- [A-Z] matches any uppercase letter.
- [12] matches the target character to 1 or 2.
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When you select **Pattern Match** for an answer, you can click **Check Pattern** to open a new window where you test your pattern to be sure it will produce the results you want. After testing and editing the pattern, click **Save & Exit** to save your modified pattern as the answer.

Type feedback for students when they give a correct or an incorrect answer. Feedback is optional. When partial credit is awarded, students receive the feedback message for correct answers.

Example

_____ is the silicate mineral with the lowest melting temperature and the greatest resistance to weathering, and as a result, it makes up the great bulk of sand-sized particles.

Hot Spot Questions
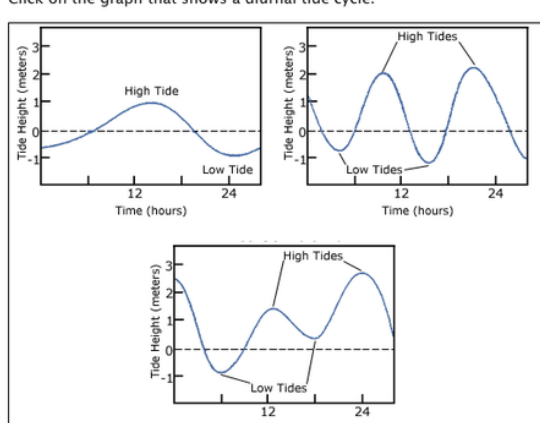
With Hot Spot questions, students are presented with an image and are asked to select a particular area. Examples of Hot Spot questions include:

- Anatomy: Locate different parts of the body.
- Geography: Locate areas on a map.
- Foreign Language: Select different articles of clothing.

Hot Spot questions are graded automatically.

Have the image file ready before you create the question. You can upload the image file from your computer or link to it from Course Files or the Content Collection. Images must be GIF, JIF, JPG, JPEG, PNG, TIFF, and WMF files. Although there are no limitations, take into consideration the size of the image and make adjustments using an image editing application before uploading the file.

How to Create a Hot Spot Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. Point to **Create Question** to access the drop-down list.
3. Select **Hot Spot**.
4. On the **Create/Edit Hot Spot Question** page, type the question. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. In the **Upload Image** section, locate the appropriate image file using one of the following options:
   - To upload a file from your computer, click **Browse My Computer**.
   - To upload a file from the course's storage repository:
     - If Course Files is the course's storage repository, click **Browse Course**.

> -OR-
>
> ▪ If your institution licenses content management, click **Browse Content Collection**.

6. Click **Next**.

7. On the next **Create/Edit** page, the image appears. Press and drag the mouse pointer to create a rectangle over the correct answer. When students select a point within the rectangle, they receive credit for a correct answer. The area of the hot spot is defined by pixels. If needed, click **Clear** to remove the rectangle and start again.

8. Optionally, provide **Feedback** or **Categories and Keywords**. To learn more, see Adding Question Metadata.

9. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Creating a Hot Spot Question (Flash video | 3m 29s)

Jumbled Sentence Questions

Jumbled Sentence questions require students to complete a sentence by selecting words or phrases from a drop-down list. The same drop-down list appears for all blanks and can include both correct answers and distractors. Up to 100 different words or phrases can appear on the list.

Jumbled Sentence questions are graded automatically.

Type the question text as students see it, but replace the missing information with variables in square brackets. For example, "Single water molecules are held together by [a] bonds and multiple water molecules are held together by [b] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is [c]." Variables can consist of letters, digits (0-9), periods (.), underscores (_) and hyphens (-). Variable names must be unique, and you cannot reuse them.

How to Create a Jumbled Sentence Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Jumbled Sentence**.
4. On the **Create/Edit Jumbled Sentence Question** page, type the question, adding the variables in square brackets. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. Select **Allow Partial Credit** if you want to allot each correct answer a fraction of the total point value.
6. Select the **Number of Answers** from the drop-down list. Click **Remove** to delete extra answers.
7. Type answers in the **Answer** boxes. The list can include only correct answers or both correct answers and distracters. On the next page, you select the correct answer for each variable.
8. Click **Next**.
9. On the next **Create/Edit** page, use the drop-down list to select the correct answer for each variable.
10. Optionally, provide **Feedback** or **Categories and Keywords**. To learn more, see Adding Question Metadata.
11. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

How to Specify Partial Credit

You can specify partial or negative credit for Jumbled Sentence questions. Partial credit gives a percentage of the question's possible points for a partially correct answer.

Note: You must enable the options to specify partial or negative credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial credit for Jumbled Sentence questions.

1. On the **Test Canvas**, create or edit a Jumbled Sentence question.

2. In the **Options** section, select the **Allow Partial Credit** check box. The amount of partial credit will be assigned automatically, depending on the question's possible points and the number of answers.

3. Click **Submit**.

Creating a Jumbled Question (Flash video | 3m 52s)

Blackboard learn+

Matching Questions

Matching questions allow students to pair items in one column to items in another column. You 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). Students would match each animal with their diet.

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

How to Create a Matching Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.

2. On the action bar, point to **Create Question** to access the drop-down list.

3. Select **Matching**.

4. Type the **Question Text**. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.

5. Select the **Options**, such as how answers are numbered or whether to allow partial credit.

6. Select the **Number of Questions** from the drop-down list. The default number of question items is 4 and the maximum is 100. If you want less than 4 question items, you can click **Remove** in a **Question/Pair Answer** box.

7. Type question-answer sets in the **Question/Answer Pair** text boxes.

8. Optionally, you can select **Add unmatched answer choices** and specify a number to increase the question's difficulty.

9. For **Answer Order**, drag answers to the positions you want them to appear.

10. Optionally, type the **Correct Response Feedback** that appears in response to a correct answer and the **Incorrect Response Feedback** for an incorrect answer.

11. Optionally, add question metadata in the **Categories and Keywords** section. To learn more, see Adding Question Metadata.

12. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

How to Specify Partial or Negative Credit

You can specify partial or negative credit for Matching questions. Partial credit rewards students whose answer demonstrates incomplete mastery of the material. Use negative credit to discourage guessing.

Note: You must enable the options to specify partial or negative credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial or negative credit for Matching questions.

Note: The option to allow negative scores will not appear unless you selected the option to allow partial credit.

1. On the **Test Canvas**, create or edit a Matching question.

2. In the **Options** section, select the **Allow Partial Credit** check box.

3. Optionally, select the **Allow Negative Scores for Incorrect Answers** check box to assign penalties for incorrect answers

4. Optionally, select the **Allow Negative Overall Score for the Question** check box to allow a negative total for the question. Selecting this option means that a student could earn a score below zero for the question.

5. Partial credit is automatically distributed to equal 100%. To change the distribution, type a number in the **Partial Credit %** text box below each question/answer pair. This number is read as a percent. For example, typing **25** will give the student 25% of the question's possible points for selecting that match. Zero is an acceptable value, but the total partial credit percentages must add up to 100. Click **Update Partial Credit %** to redistribute the values evenly.

6. To assign negative credit to an answer, type a negative number in the **Negative Credit %** text box. For example, typing **-25** will subtract 25% of the question's possible points from a student's total grade for selecting that match. Zero is an acceptable value.

7. Click **Submit**.

Multiple Answer Questions

Multiple answer questions allow students to choose more than one answer. Use this type of question when more than one answer is correct. For example, in the medical field, this type of question could be used to select symptoms associated with a medical condition.

How to Create a Multiple Answer Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Multiple Answer**.
4. Type the **Question Text**. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. The default number of answers is 4. If you want to increase this, select the **Number of Answers** from the drop-down list. To reduce the number of answers, click **Remove** next to the answer boxes to delete them. A multiple answer question cannot have fewer than 2 answers, or more than 100.
6. Complete the **Answer** box for each answer.
7. Select the correct answers by clicking the **Correct** check box for each answer.
8. Optionally, type feedback for correct and incorrect answers.
9. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

Which of the following are viable methods for traveling from London to Paris?

1. air
2. ferry
3. walk
4. rail

How to Specify Partial or Negative Credit

You can specify partial or negative credit for Multiple Answer questions. Partial credit rewards students whose answer demonstrates incomplete mastery of the material. Use negative credit to discourage guessing.

Note: You must enable the options to specify partial or negative credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial or negative credit for Multiple Answer questions.

Note: The option to allow negative scores will not appear unless you selected the option to allow partial credit.

1. On the **Test Canvas**, create or edit a Multiple Answer question.

2. In the **Options** section, select the **Allow Partial Credit** check box.

3. Optionally, select the **Allow Negative Scores for Incorrect Answers** check box. This option appears after you select **Allow Partial Credit**.

4. In the **Partial Credit %** text box below each incorrect answer, type a value for partial credit. This number is read as a percent. For example, typing **50** will give the student 50% of the question's possible points for selecting that answer. Zero is an acceptable value.

5. To assign negative credit to an answer, type a negative number in the **Partial Credit %** text box. For example, typing **-50** will subtract 50% of the question's possible points from a student's total grade for selecting that answer. Zero is an acceptable value.

6. Click **Submit**.

Creating a Multiple Answer Question (Flash movie | 3m 35s)

Multiple Choice Questions

Multiple choice questions allow students several choices with only one correct answer.

Note: Use Multiple Answer Questions to create multiple choice questions with more than one answer.

How to Create a Multiple Choice Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.

2. On the action bar, point to **Create Question** to access the drop-down list.

3. Select **Multiple Choice**.

4. On the **Create/Edit Multiple Choice Question** page, type the question. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.

5. The default number of choices is 4. If you want to increase this, select the **Number of Answers** from the drop-down list. To reduce the number of answers, click **Remove** next to the answer boxes to delete them. A multiple choice question cannot have fewer than 2 answers or more than 100 answers.

6. Type an **Answer** in each box.

7. Select the **Correct** answer by clicking the appropriate option. Only one correct answer is selected.

8. Optionally, type feedback for correct and incorrect answers. If you allowed partial credit, answers that are partially correct will receive the feedback for an incorrect answer.

9. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

How to Specify Partial or Negative Credit

You can specify partial or negative credit for Multiple Choice questions. Partial credit rewards students whose answer demonstrates incomplete mastery of the material. Use negative credit to discourage guessing.

Note: You must enable the options to specify partial or negative credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial or negative credit for Multiple Choice questions.

Note: The option to allow negative scores will not appear unless you selected the option to allow partial credit.

1. On the **Test Canvas**, create or edit a Multiple Choice question.

2. In the **Options** section, select the **Allow Partial Credit** check box.

3. Optionally, select the **Allow Negative Scores for Incorrect Answers** check box. This option appears after you select **Allow Partial Credit**.

4. In the **Partial Credit %** text box below each incorrect answer, type a value for partial credit. This number is read as a percent. For example, typing **50** will give the student 50% of the question's possible points for selecting that answer. Zero is an acceptable value.

5. To assign negative credit to an answer, type a negative number in the **Partial Credit %** text box. For example, typing **-50** will subtract 50% of the question's possible points from a student's total grade for selecting that answer. Zero is an acceptable value.

6. Click **Submit**.

Creating a Multiple Choice Question (Flash movie | 2m 54s)

Opinion Scale and Likert Questions

Opinion Scale/Likert questions are designed to measure students' attitudes or reactions using a comparable scale. By default, five answer choices appear, ranging from **Strongly Agree** to **Strongly Disagree**, and a sixth option that allows students to select **Not Applicable**. You can change the text of the answer choices and adjust the number of answers from 2 to 100.

Opinion Scale/Likert questions are graded automatically.

Opinion Scale/Likert questions are ideal for surveys. If you include the questions in a test, you must select a correct answer. If you require just an opinion, change the point value to zero so the question does not affect the test total.

How to Create an Opinion Scale/Likert Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Opinion Scale/Likert**.
4. On the **Create/Edit Opinion Scale/Likert Question** page, type a question or statement. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. Select **Answer Numbering** and **Answer Orientation** from the drop-down lists or leave the defaults.
6. Select the **Number of Answers** from the drop-down list or leave the default of six. Click **Remove** to delete an answer box.
7. To change the default answers, or to add answers if you have increased the number of possible answers, type an answer in each box.
8. If you are creating this question in a test, select the correct answer.
9. Optionally, provide **Feedback** or **Categories and Keywords**. To learn more, see Adding Question Metadata.
10. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

How to Specify Partial Credit

You can specify partial credit for Opinion Scale/Likert questions. Partial credit rewards students whose answers demonstrate incomplete mastery of the material.

Note: You must enable the options to specify partial credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial credit for Opinion Scale/Likert questions.

1. On the **Test Canvas** page, create or edit an Opinion Scale/Likert question.

2. In the **Options** section, select the **Allow Partial Credit** check box.

3. Type a number in the **Partial Credit %** text box below each question/answer pair. This number is read as a percent. For example, typing **25** will give the student 25% of the question's possible points for selecting that answer. Zero is an acceptable value.

4. Click **Submit**.

[Creating a Likert Question](#) (Flash video | 3m 18s)

Ordering Questions

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

Students are 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.

How to Create an Ordering Question

When you create an Ordering question, you add the answers in the correct order and later set the order that they display to students.

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Ordering**.
4. Type the **Question Text**. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. The default number of answers is 4. If you want to increase this, select the **Number of Answers** from the drop-down list. To reduce the number of answers, click **Remove** to the right of one or more answer boxes to delete them. An ordering question cannot have fewer than 2 answers, or more than 100.
6. Type an **Answer** in each field.
7. Click **Next**.
8. Drag and drop the answers in the **Display Order** column to determine how they appear.
9. Optionally, type feedback for correct and incorrect answers.
10. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

Order the four oceans in size, with the largest first.

Pacific

Indian

Atlantic

Arctic

How to Specify Partial Credit

You can specify partial credit for Ordering questions, giving a portion of the question's possible points to students whose order of answers is partially correct.

Note: You must enable the options to specify partial or negative credit on the Question Settings page to use them for individual questions.

Use the following steps to specify partial credit for Ordering questions.

1. On the **Test Canvas** page, create or edit an Ordering question.
2. In the **Options** section, select the **Allow Partial Credit** check box. The amount of partial credit is assigned automatically, depending on the question's possible points and the number of answers.
3. Click **Submit**.

Creating an Ordering Question (Flash video | 3m 12s)

Quiz Bowl Questions

With Quiz Bowl questions, students are presented with an answer and they must provide the question. The student's response must be in the form of a question that begins with an interrogative, such as who, what, or where. For example, the statement, "It is the only country that is a continent," requires the answer, "What is Australia?"

Tip: Add instructions to the initial statement asking students to respond in the form of a question. Remind students to use a question mark. Incorrect end punctuation results in no credit for the response.

Quiz Bowl questions are graded automatically.

When you create a Quiz Bowl question, you provide:

- The statement to which students must answer with an appropriate question.
- All possible interrogatives the question could begin with—who, what, where, and so on.
- All possible correct answer phrases, including variations in spellings, plurals, and common abbreviations.

By default, when the system scores the question, a correct response contains any one of the interrogatives you added, immediately followed by any one of the phrases you added, including end punctuation.

To award students partial credit for responses including a correct phrase but missing the correct interrogative, enable the **Allow Partial Credit** option for answers in the test's **Question Settings**.

How to Create a Quiz Bowl Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to access the drop-down list.
3. Select **Quiz Bowl**.
4. On the **Create/Edit Quiz Bowl Question** page, type a statement that students can provide the question to. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.
5. Select the **Number of Interrogatives** from the drop-down list. You can add up to 103 interrogatives.

6. If necessary, type or edit the interrogatives. Remove interrogatives using the **Remove** function to the right of each text box.

7. Type the answer phrase. Optionally, select the number of answer phrases if more than one is needed. The maximum number of answer phrases is 100.

8. Optionally, provide **Feedback** or **Categories and Keywords**. To learn more, see Adding Question Metadata.

9. Click **Submit**.

How to Specify Partial Credit

You can specify partial credit for Quiz Bowl questions. Partial credit rewards students whose answer demonstrates incomplete mastery of the material.

Note: You must enable the options to specify partial credit on the Question Settings page to use them for individual questions.

1. On the **Test Canvas** page, create or edit a Quiz Bowl question.

2. In the **Options** section, select the **Allow Partial Credit** check box.

3. Type a number in the **Partial Credit %** text box below each question/answer pair. This number is read as a percent. For example, typing **25** will give the student 25% of the question's possible points for selecting that answer. Zero is an acceptable value.

4. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Creating a Quiz Bowl Question (Flash video | 3m 30s)

Short Answer Questions

Short Answer questions are similar to Essay questions. Student responses are not limited in length, but the number of rows you set for the text box size can let students know your expectations. The maximum number of rows is six.

Both Essay questions and Short Answer questions are graded manually.

How to Create a Short Answer Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.
2. On the action bar, point to **Create Question** to acces the drop-down list.
3. Select **Short Answer**.
4. Type the **Question Text**.
5. Determine the **Number of Rows to Display in the Answer Field** by selecting a number from the drop-down list. The number of rows is intended as a guideline for student response length. It does not impose an absolute limit on answer length.
6. Type an example of a correct answer in the **Answer Text** box.
7. Optionally, associate a rubric by clicking **Add Rubric**. To learn more, see Rubrics.
8. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Example

Explain briefly what CCD (carbonate compensation depth) is, and how it governs the distribution of calcium carbonate on the sea floor.

Creating a Short Answer Question (Flash video | 2m 57s)

True or False Questions

True/False questions allow students to choose either true or false in response to a statement question. True and false answer options are limited to the words **True** and **False**.

Question 4	10 points Save Answer
Oceanic crust is made of basalt and gabbro. ○ True ○ False	

How to Create a True/False Question

1. Access a test, survey, or pool. To learn more, see Tests, Surveys, and Pools.

2. On the action bar, point to **Create Question** to access the drop-down list.

3. Select **True/False**.

4. On the **Create/Edit True/False Question** page, type the question in the form of a statement that can be answered with true or false. Optionally, you can use the content editor to format the text and include files, images, web links, multimedia, and mashups.

5. Select the correct answer: **True** or **False**.

6. Optionally, type feedback for correct and incorrect answers.

7. Click **Submit and Create Another** -OR- **Submit** to add the question to the test.

Creating a True or False Question (Flash video | 2m 25s)

Offering Partial Credit

Partial credit rewards students who demonstrate emerging mastery of course material. For example, you can award some of the question's possible points for an answer that lists two of three correct answers.

Before you can use partial credit for answers, you must enable it in a test's Question Settings. Partial credit is available for the following automatically graded question types:

- Calculated Formula
- Fill in Multiple Blanks
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl

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Reusing Questions

You can reuse questions from all existing tests, surveys, and pools in your course.

Copying and Linking to Questions

When you reuse questions, you locate them on the **Find Questions** page. You can choose to **Copy a Question** from an existing test to a new test, or **Link to the original question** in the new test. The difference is that if a linked question is changed, those changes are reflected everywhere a link to that question occurs. Questions that are linked display an icon that indicates they are used in other tests. After you deploy an assessment, any changes you made to the original linked version do not affect the versions in the deployed assessment. Alternatively, when a question is copied, changes made to one instance of the question are not reflected in the other instances. Copy is the default selection.

- **Benefits to copying questions**: Copying allows you to modify a question freely for any given test, survey, or pool. There is also a reduced risk of consistency issues should the original version of the question be modified.
- **Drawbacks to copying questions**: If you correct or change the original question, the copied version will no longer be the same as the original. If you need a global change, you must locate and modify each copied instance of the question individually.
- **Benefits to linking questions**: Linking helps maintain uniformity, but only until you deploy an assessment. If you need to make a global change to the question, it might only need to be made in one place.
- **Drawbacks to linking questions**: You cannot modify a linked question for a non-deployed assessment, except by changing the original source question—which also means every other non-deployed assessment linking to the question is impacted as well.

About the Find Question Page

You can use the **Find Questions** page to filter and select questions when adding individual questions or a random block to a test. To learn more, see Creating and Editing a Random Block.

The **Find Questions** page consists of the active filter area that displays all questions that meet your search criteria. This is a dynamic list that changes automatically as you select or clear criteria. The **Selected Questions** area displays the questions you have already selected, eliminating the need to scroll up and down long lists of questions.

> **IMPORTANT!** When reusing a question, questions in tests that are already linked somewhere else will not appear in searches and will not be selectable.

Finding questions can be made easier by using metadata when creating questions. To learn more, see Adding Question Metadata.

How to Find Questions

1. Access a test, survey, or pool canvas and point to **Reuse Question** to access the drop-down list.
2. Select **Find Questions**.
3. In the **Find Question** pop-up window, choose to **Copy selected questions** or to **Link to original questions**.
4. In the **Browse Criteria** section, expand the criteria sections and select specific criteria. You can search within pools, tests, question types, categories, topics, levels of difficulty, and keywords. All questions meeting those criteria are displayed. You can also use the **Search current results** box to type a phrase, word, or part of a word to find matching questions.
5. Select the questions you want to add to the assessment. They are added to the **Selected Questions** area at the bottom of the screen, which you can expand to view your list of questions. You can remove questions from **Selected Questions** by clicking the red **X** next to the question. This action only remove is from this collection; it does not delete the question.
6. Click **Submit**. The questions are added to your test, survey, or pool.

About the Browse Criteria Section

As you select criteria from the **Browse Criteria** section, the relevant questions appear in the active filter list. The selected criteria appear above the active filter list as a reference. The active filter list will be empty if there are no matching questions. The criteria categories for searching for questions include:

- **Pools**: These are instructor-created collections of questions, usually related to each other, which you can include as an entire group in a test, survey, or another larger pool.
- **Tests**: This includes both tests (which are graded) and surveys (which are not).
- **Question types**: This allows you to select one or more of the question types, including:
- **Categories**: Selects among the assigned categories of questions.
- **Topics**: Selects among the assigned topics of questions.
- **Levels of Difficulty**: Selects among the levels of difficulty assigned to questions.
- **Keywords**: Selects by assigned question keywords.

Note: The questions you can find may be limited according to your specific access permissions.

The questions you select through this process appear in the **Selected Questions** area at the bottom of the page.

Question Finder (Flash video | 4m 36s)

Tagging Questions (Flash video | 3m 8s)

Creating and Editing a Random Block

When creating tests, you can use ***random blocks*** to help ensure students see their own sets of questions. Random blocks select questions at random to be presented each time the test is taken.

Unlike question sets, random blocks draw questions from pools only. You can use more than one pool to draw your questions from.

Before You Begin

When creating a random block:

- You can choose to have the number of questions displayed be less than the total number of questions in the random block. For example, 3 questions display out of 50 total—the questions are randomly distributed so each student may see different sets of questions.

- You can choose to have number of questions displayed equal the total number of questions in the random block. Then, all students view the same questions, but in random order for each student.

- You cannot add a random block of questions from another test or survey.

- You cannot include a random block in a survey or a pool.

- You cannot use the search function or browse metadata when making your question selection for random blocks.

How to Create a Random Block of Questions for a Test

When you add questions to a test using the random block feature, each question is linked, not copied. Therefore, if you change the original question, the revised version of the question appears.

1. Create or access a test.

2. On the **Test Canvas**, point to **Reuse Question** on the action bar to access the drop-down list.

3. Select **Create Random Block**.

4. On the **Create Random Block** page, select one or more pools.

5. Select at least one question type to include in the test. All questions that meet the criteria are added to the random block.

6. Click **Submit**. The random block of questions is added to the test.

7. Assign the **Number of Questions to Display** to students. Use a number less than the total number of questions to ensure varying questions are presented.

8. Type a point value per question. This point value is assigned to every question in the random block. You cannot assign separate point values for individual questions in the same random block.

9. Click **Preview questions that match selected criteria** to expand or collapse the list of questions. You can view and edit individual questions.

> *IMPORTANT!* You cannot delete questions within a random block. Remove a question from the pool it appears in so it will not appear in the random selection for your test.

Editing and Deleting Random Blocks

From the test with the random block, access the random block's contextual menu to edit or delete it. From the **Test Canvas**, you can change the point value for each question in the random block or the number of questions to be used in the test.

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Creating Question Sets

A question set is a collection of questions retrieved from selected tests and pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen each time the test is taken.

For each question set, you can specify:

- The pools and tests that it will draw from.
- The type of questions to draw from.
- The number of questions to draw from.

If the number of questions to be displayed is less than the list of questions (example: 3 out of 50), then the questions are randomly distributed so that each user may be viewing a different set of three questions. You can choose to display the same questions to all users by selecting all the questions listed.

How to Create Question Sets

1. Access a test. To learn more, see Tests, Surveys, and Pools.
2. On the **Test Canvas** page, point to **Reuse Question** on the action bar.
3. Select **Create Question Set**. The **Create Question Set** pop-up window displays.
4. Search for questions in the **Browse Criteria** panel.
5. Select the questions to include in the test. You can also select the check box in the header row to select all the currently displayed questions.
6. Review your selected questions.
7. Click **Submit**.

How to Add or Delete Questions in a Question Set

Use the following steps to add or delete questions in a question set.

1. Access a test. To learn more, see Tests, Surveys, and Pools.
2. On the **Test Canvas** page, locate the question set, and click **Questions in the Set** to expand it.
3. To add questions to the set, click **Add Questions**. The **Create Question Set** pop-up window appears. You do not need to reselect the questions already in the question set. This procedure merely adds questions to what is already present. Use the criteria to find and select the questions to add to the question set. Review your selected questions and click **Submit**.
4. To delete questions from the set, select the questions to be removed and click **Remove Question**. This action does not delete the original linked source for the question.

Using Question Sets in Tests

When added to a test, a question set shows the total number of questions in the set, and the currently set number of questions to display to a student taking the test. The default is one.

You can type a different value in the **Number of Questions to display** box. To be sure students are presented with a question set each time, enter a number less than the total number of questions.

Note that the points assigned are a point value per question, and typed in the **Points per question** box. For example, if you set it to 10, and the question set presents 2 out of 5 questions, this means the question set has a total of 20 points that can be awarded for correct answers. You cannot assign separate point values for individual questions in the same question set.

Due to the randomized format of question sets, use caution when referring to specific question content or numbering, as the questions displayed will change with each attempt.

Uploading Questions

You can write your questions offline in a specially formatted text file and upload it into tests, surveys, and question pools. Once uploaded, you can edit and use questions exactly like questions that you create inside Blackboard Learn.

Before You Begin

The following information is important to note when uploading questions.

- The uploaded file must meet the file format guidelines detailed in this topic.
- The questions in the uploaded file must meet the question format guidelines detailed in this topic.
- Questions that contain an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to you to manage this.
- Uploaded questions automatically default to the point value that they are assigned when uploaded. If you did not set a default value, questions will automatically have a point value of zero. Then, you must enter a point value for each question.
- Once uploaded, you can use the questions just like other questions you created within tests, surveys, or pools.

How to Upload Questions

1. Create or edit or edit an existing assessment. To learn more, see Tests, Surveys, and Pools.
2. From the test, survey, or pool canvas page, click **Upload Questions** on the action bar.
3. Click **Browse** to locate the file.
4. Optionally, type a number in the **Points per question** box to set a default value for all questions. If left blank, all questions will be set to a value of zero, but you can edit the individual question values at any time after the upload is complete.
5. Click **Submit** and click **OK**. The questions appear on the **Test Canvas**. You can edit and reorder the questions as necessary.

File Format Guidelines

Each file containing questions to be uploaded must conform to the following guidelines.

- Each file must be a tab-delimited TXT file. You can edit this file in Excel or in a text editor.
- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.
- Do not include a header row in the file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Include only one question per row.

- The first field in every row defines the type of question.
- Separate each field in a row using a TAB.
- `correct`, `incorrect`, `true`, `false` and other words that identify answers must be in English.

Question Format Guidelines

To be uploaded successfully, the questions in the text file must conform to the guidelines detailed in the following table.

When uploaded to a survey, the `correct|incorrect` answer designation is ignored, but the file must follow the same format as described for tests and pools.

Note: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Question Type	Structure
Multiple Choice	`MC TAB` *question text* (`TAB` *answer text* `TAB correct|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 100.
Multiple Answer	`MA TAB` *question text* (`TAB` *answer text* `TAB correct|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 100.
True/False	`TF TAB` *question text* `TAB true|false`
Essay	`ESS TAB` *question text* `TAB [example]` Text within [ ] is optional. You may choose to add a sample essay question or leave this blank.
Ordering	`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 100. The order entered in the file is the correct order. The system will randomly order the answers.
Matching	`MAT TAB` *question text* (`TAB` *answer text* `TAB` *matching text*)

Question Type	Structure
	Text within ( ) may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 100. 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	`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 100.
Fill in Multiple Blanks	`FIB_PLUS TAB` *question text* `TAB` *variable1* `TAB` *answer1* `TAB` *answer2* `TAB 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. The maximum number of variables is 10.
File Response	`FIL TAB` *question text*
Numeric Response	`NUM TAB` *question text* `TAB answer TAB` `[optional]`*tolerance*
Short Answer	`SR TAB` *question text* `TAB` *sample answer*
Opinion/Likert Scale	`OP TAB` *question text* The maximum number of answers is 100.
Jumbled Sentence	`JUMBLED_SENTENCE TAB` *question text* `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 choice is not the correct answer for any variable. The maximum number of answers is 100.

Question Type	Structure
Quiz Bowl	`QUIZ_BOWL TAB` *question text* `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. The maximum number of interrogatives is 103. The maximum number of answer phrases is 100.

Example: **File Structure in Excel**

	A	B	C	D	E	F	G	H	I
1	MC	What ocean contains m	Arctic	incorrect	Pacific	correct	Indian	incorrect	Atlantic
2	MA	Hydrothermal vents ___	Have chim	correct	Were disc	incorrect	Are locate	correct	Are void
3	MC	Submarine Canyons wer	Depositio	incorrect	Earthquak	incorrect	Erosion by	correct	Erosion b
4	TF	Paleomagnetism confirm	TRUE	FALSE					
5	TF	The magnetic field of th	FALSE	TRUE					
6	ESS	Give a few examples where in you can help preserve marine ecosystems.							

[Uploading Test Questions From Microsoft Excel](#) (Flash video | 3m 25s)

Using the Pool Canvas

The **Pool Canvas** presents an inventory of questions. You can edit the pool name and instructions, create or edit questions, and upload questions. You can use the check boxes to select any or all questions and then delete them or change the point values.

When you are creating pool questions that are intended for use in surveys, correct answers must be added during question creation. These answers will be ignored once the question is added to a survey. This function enables the questions to be used in tests as well as surveys at a later time.

The following table describes the tasks that you can perform on the **Pool Canvas**.

Task	Action
Create a new question	Access the **Create Question** drop-down list in the and select a type of question.
Change the default point value for questions in the pool	Click the appropriate box in the **Default Points** column and type a new point value. Press ENTER or click the check mark icon to submit.
Change the name, description, or instructions for the pool	Access the pool title's contextual menu and select **Edit.**
Change the settings for this pool	Click **Question Settings** to adjust the default point value, options for question feedback and the inclusion of images. To learn more, see Changing Question Settings.
Copy a question	Access the question header's contextual menu and select **Copy**. The **Create/Edit Question** page appears and you can make changes to the copied question. Copied questions retain all of the settings of the original question.
Edit a question	Access the question header's contextual menu and select **Edit**. You can edit linked questions from the **Pool Canvas**. Changes you make to linked question are reflected everywhere there is a link to that question. Tests that are in progress will not display the changes to a linked question.
Associate or manage a rubric	Access the question header's contextual menu and select **Edit**. You can associate rubrics with Essay, File Response, or Short Answer questions. To learn more, see Rubrics.
Preview a question	Access the question header's contextual menu and select **Preview**. The question appears in a separate window.
Delete a question	Access the question header's contextual menu and select **Delete**. A confirmation box appears. Removing a question is irreversible.
Reuse a question	Click **Find Questions**. To learn more, see Reusing Questions.

Creating and Editing Pools

Pools are collections and groups of questions that you can include in tests and surveys. For example, you might have a set of 10 or 20 related questions you want to reuse in several tests or surveys, or even across multiple courses. The advantage of using a pool is you do not have to remember all those questions and manually add them to each test or survey.

The **Pool Canvas** for a question pool presents an inventory of all the questions that you can manage and search. You can edit the pool names and instructions, create or edit questions, and upload questions. Use the check boxes to select individual questions or all questions, and then delete them or change the point values.

When you select pool questions for a test, links are created between the test and the pool questions. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

About the Pool Warning Page

A warning appears if you edit a question where students are in the process of taking a test or have already taken a test that includes questions from that pool. Certain areas of the questions will not be available for modification if the test has already been taken by students.

After students start taking a test, you should not make changes to pool questions deployed in the test. If you edit a pool question after a student has submitted a test it was included in, the student will view the new modified question when they view their grade and feedback. They will not view the original question.

How to Build a Pool

Note: When you create pool questions that are intended for use in surveys (which are not graded), correct answers must be added during question creation. This enables the questions to be used in tests as well as surveys. These answers will be ignored after the question is added to a survey.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.
3. On the **Pools** page, click **Build Pool** on the action bar.
4. Complete the **Pool Information** page and click **Submit**.
5. To add questions, you can **Create Questions**, **Upload Questions**, or **Find Questions** in other tests, surveys, and pools.
6. Click **OK** to return to the **Pools** page.

How to Edit Existing Pools

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.
3. On the **Pools** page, access a pool's contextual menu.
4. Select **Edit**.
5. Add questions, delete questions, or change point values.
6. Click **OK** to return to the **Pools** page.

How to Edit Questions in a Pool

Linked questions are indicated by a globe icon. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

If the question has attempts, changing it will require any submitted attempts to be regraded and may affect test scores. If this happens, affected instructors and students are notified.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.
3. On the **Pools** page, access a pool's contextual menu.
4. Select **Edit**.
5. On the **Pool Canvas**, you can filter the list of questions by selecting from the list in the **Browse Criteria** panel.
6. Access a question's contextual menu.
7. Select **Edit** and make your changes.
8. Click **Submit** to commit your changes in all tests where that question appears. Alternatively, you can **Save as New** to create a new question, which does not require regrading of existing attempts.

Building a Pool (Flash video | 2m 39s)

Importing Tests, Surveys, and Pools

You can export tests, surveys, and pools as ZIP files that you or other instructors can import to other courses. This is an effective way to share them with others and to save them for later use.

You can also import test banks and question pools made available by your textbook publisher. Check your specific publisher's website for instructions on how to export and save the questions in a format that is compatible with importing to Blackboard Learn.

How to Import a Test, Survey, or Pool

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.
3. On the **Pools** page, click **Import Pool** on the action bar.
4. On the **Pool Import** page, locate the appropriate file using one of the following options:
   ◦ To upload a file from your computer, click **Browse My Computer**.
   ◦ To upload a file from the course's storage repository:
     ▪ If Course Files is the course's storage repository, click **Browse Course**.

       -OR-

     ▪ If your institution licenses content management, click **Browse Content Collection**.
5. Click **Submit**.

To learn more, see Exporting Tests, Surveys, and Pools.

Troubleshooting

Only test, survey, and pool packages exported from Blackboard Learn may be imported.

Tests and surveys created by others, at other institutions, or created with older versions of Blackboard Learn can be imported only if they are in the proper format.

To learn about formatting the different types of questions that make up tests, surveys, and pools, see Uploading Questions.

Exporting and Importing a Test (Flash video | 2m 12s)

Uploading Test Questions From Microsoft Excel (Flash video | 3m 25s)

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Exporting Tests, Surveys, and Pools

You can export tests, surveys, and pools. This is an effective way to share them with other instructors, as well as to save and archive tests, surveys, and pools for later use.

Tests, surveys, and pools are exported by Blackboard Learn as ZIP files, and then you or another instructor can import them for use in other courses.

How to Export a Test, Survey, or Pool

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.
3. On the **Pools** page, access the contextual menu for a test, survey, or pool.
4. Select **Export**.
5. Click **OK** in the pop-up window to save the file.

Note: If your institution licenses content management, two export options will appear in the contextual menu. To save the file to your computer, choose **Export to Local Computer**. To save the file in the Content Collection, choose **Export to Content Collection**.

To learn more about importing, see Importing Tests, Surveys, and Pools.

Exporting and Importing a Test or Survey (Flash video | 2m 12s)

Grading Tests

A Grade Center column is created automatically for each test you create and link in your course. A test that has been submitted, but not graded, is indicated with an exclamation mark—the needs grading icon. Although Blackboard Learn scores many question types, you must grade some questions manually such as Essays, Short Answer, and File Response questions.

Tests that you need to grade are accessed from the **Needs Grading** page or from the Grade Center. To learn more, see About the Grade Center and About the Needs Grading Page.

You have the options to grade tests anonymously, to grade all responses to a specific question, and to give full credit for all responses to a question. You can also delete questions from a test or clear a test attempt to allow a student to retake a test.

How to Access Test Attempts From the Needs Grading Page

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which tests need grading first. For example, you can sort by the due date to ensure your final tests are graded before your institution's deadline.

If you have a designated turnaround schedule set for all gradable items, the **Needs Grading** page allows you to customize the view of items with a needs grading status. You can sort and filter the list and grade the most urgent tests first.

To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.

To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display tests submitted by a particular user.
2. Click **Go**. The filtered items appear on the **Needs Grading** page.
3. Click a column heading or the caret to sort the tests. For example, sort the tests by **Item Name**.
4. On the action bar, click **Grade All** to begin grading test attempts.
5. The filtered test attempts are placed in a queue for easy navigation among items. Test attempts appear on the **Grade Test** page in the order you sorted and filtered them on the **Needs Grading** page.

How to Access Test Attempts From the Grade Center

The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Full Grade Center** or the **Tests** smart view, if available, to access test attempts.

To grade a single test:

1. Locate the cell for a student's test containing an exclamation mark.
2. Access the cell's contextual menu and select **Attempt**. The **Grade Test** page appears.

To grade all attempts for a particular test:

1. Access the test column's contextual menu.
2. Select **Grade Attempts**. The **Grade Test** page appears.

About the Grade Test Page

Access the **Grade Test** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about a test.

On the action bar, you can perform the following actions:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.
- Click **View Rubric** to view the rubrics you associated with a test's column in the Grade Center. To learn more, see Rubrics.
- Click **Jump to** and select another attempt to view or grade.

Expand the **Test Information** link to view the following information:

- **Status**: Shows the status of the test—**Needs Grading**, **In Progress**, or **Completed**.
- **Score**: The score awarded for the test. If the test needs grading, this number is blank.
- **Time Elapsed**: If you chose the **Set Timer** option, the time a student spent taking the test is recorded and appears here.
- **Started Date**: The date the student began.
- **Submitted Date**: The date the student submitted the test for grading.
- **Instructions**: Any instructions associated with the test.
- **Clear Attempt**: Clears the current test attempt. Use when you want to give a student another chance to start over on a test. For example, if a student started a test that forced completion and a technical issue prevented him from finishing, you could allow him to retake the test.
- **Submit Attempt**: This function overrides an **In Progress** test attempt and submits it for grading.

  Note: If a test is listed as in progress, either you or the student taking it must submit the test for you to grade it.

How to Use the Grade Test Page

You access the **Grade Test** page from the **Needs Grading** page or the Grade Center.

Note: If you allowed multiple attempts for a test, a student's grade is not released until you have graded all of the attempts.

1. On the **Grade Test** page, type a score for each question. You can overwrite scores for questions graded automatically.

2. Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric. To learn more, see Rubrics.

3. Optionally, add **Response Feedback** specific to the individual question. The **Response Feedback** box only appears for certain question types, such as Essays.

4. Optionally, type comments in the **Feedback to User** box. Optionally, use the content editor functions to format the text and include files, images, links, multimedia, and mashups.

5. Optionally, type comments in the **Grading Notes** box. This text is not seen by students.

6. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.

    -OR-

    Click **Save and Next** to display the next user, when available.

    -OR-

    Use the arrows on the action bar to display the previous or next user, when available.

How to Grade Tests Anonymously

You can choose to grade tests anonymously to ensure an impartial evaluation of student work. Grading anonymously allows you to remain objective and not unduly influenced by a student's behavior or previous performance. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

When grading anonymously, all identifying information is hidden and assessment attempts appear in random order. Each student is assigned a number, such as Student 8.

To grade anonymously from the **Needs Grading** page:

1. Access a test attempt's contextual menu.
2. Select **Grade Anonymously**. The **Grade Test** page appears.

To grade anonymously from the Grade Center:

1. Access the test column heading's contextual menu.
2. Select **Grade Anonymously**. The **Grade Test** page appears.

To grade anonymously from the **Grade Test** page:

1. On the action bar, click **Hide User Names**.

2. Click **OK**. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Test** page refreshes and all identifying information is hidden.

How to Grade Tests by Question

For each test, you can choose to grade all responses to a specific question. This allows you to move from test to test, viewing and scoring the same question for each student. Grading this way can save time as you concentrate only on the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.

At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until you have graded all of the responses for all questions.

1. In the Grade Center, access a test column's contextual menu and select **Grade Questions**.

    –OR-

    On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.

2. On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.

3. For each question, click the number in the **Responses** column.

4. On the **Grade Responses** page, expand the **Question Information** link to view the question. If you did not previously select anonymous grading, click **Hide User Names** on the action bar. Click **OK** in the pop-up window to verify the action.

5. Click **Edit** next to the score for a user.

6. Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor functions to format the text and add files, images, links, multimedia, and mashups. Click **Submit**.

7. Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric. To learn more, see Rubrics.

8. When you have graded all student responses, click **Back to Questions** to return to the **Grade Questions** page.

How to Give or Remove Full Credit

You can **Give Full Credit** for all test submissions for the question you are viewing. Subsequent submissions are given full credit as well. After giving full credit, you can **Remove Full Credit** to revert to the automatic grade or to a previously entered manual grade.

1. In the Grade Center, access a test column heading's contextual menu and select **Grade Questions**.

    –OR-

On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.

2. On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.

3. For each question, click the number in the **Responses** column.

4. On the **Grade Responses** page, expand the **Question Information** link to view the question.

5. Click **Give Full Credit** to assign full credit for the question.

6. If you already assigned full credit and you want to remove it, click **Remove Full Credit**. The question reverts to the automatic grade or a previously entered manual grade.

7. Click **Back to Questions** to return to the **Grade Questions** page.

How to Delete Questions

You can delete questions freely before you deploy a test -OR- after you deploy it but no students have taken the test. However, if test submissions exist, deleting a question removes it from the test, along with any possible points earned. Test attempts are regraded as if the question was not included in the test.

1. In the Grade Center, access a test column heading's contextual menu and select **Edit Test**.

   -OR-

   From **Course Tools**, click **Tests, Surveys, and Pools**, then click **Tests**. Access a test's contextual menu and select **Edit**.

2. On the **Test Canvas**, select one or more questions to delete and click **Delete and Regrade**.

   -OR-

   Access a test question's contextual menu and select **Delete and Regrade**.

3. Click **OK** to return to the previous page.
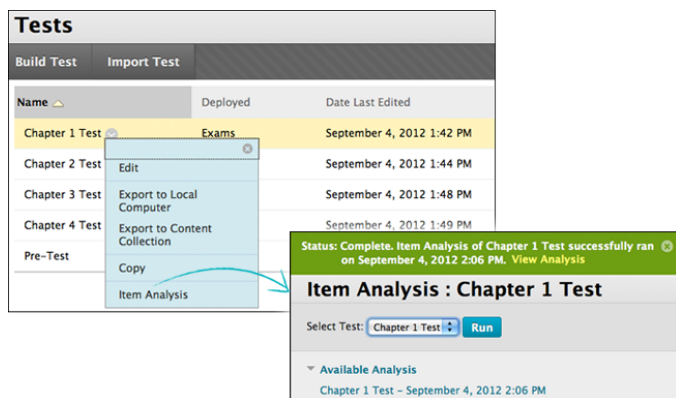

Automatic Regrading (Flash movie | 2m 58s)

Running Item Analysis on a Test

Item analysis provides statistics on overall test performance and individual test questions. This data helps you recognize questions that might be poor discriminators of student performance. You can use this information to improve questions for future test administrations or to adjust credit on current attempts.

Roles with grading privileges (such as instructors, graders, and teaching assistants) access item analysis in three locations within the assessment workflow. It is available in the contextual menu for a:

- Test deployed in a content area.
- Deployed test listed on the **Tests** page.
- Grade Center column.

You can run item analyses on deployed tests with submitted attempts, but not on surveys. Access previously run item analyses under the **Available Analysis** heading or select a deployed test from the drop-down list and click **Run** to generate a new report. The new report's link appears under the **Available Analysis** heading or in the status receipt at the top of the page.

For best results, run item analyses on single-attempt tests after all attempts have been submitted and all manually graded questions are scored. Interpret the item analysis data carefully and with the awareness that the statistics are influenced by the number of test attempts, the type of students taking the test, and chance errors.

Watch a Tutorial

Double-click the video to expand the viewing area.

How to Run an Item Analysis on a Test

You can run item analyses on tests that include single or multiple attempts, question sets, random blocks, auto-graded question types, and questions that need manual grading. For tests with manually graded questions that have not yet been assigned scores, statistics are generated only for the scored questions. After you manually grade questions, run the item analysis again. Statistics for the manually graded questions are generated and the test summary statistics are updated.

1. Go to one of the following locations to access item analysis:
   - A test deployed in a content area.
   - A deployed test listed on the **Tests** page.
   - A Grade Center column for a test.
2. Access the test's contextual menu.
3. Select **Item Analysis**.
4. In the **Select Test** drop-down list, select a test. Only deployed tests are listed.
5. Click **Run**.
6. View the item analysis by clicking the new report's link under the **Available Analysis** heading or by clicking **View Analysis** in the status receipt at the top of the page.

About the Test Summary on the Item Analysis Page

The **Test Summary** is located at the top of the **Item Analysis** page and provides data on the test as a whole.

1. **Edit Test** provides access to the **Test Canvas**.

2. The **Test Summary** provides statistics on the test, including:

   ◦ **Possible Points**: The total number of points for the test.

   ◦ **Possible Questions**: The total number of questions in the test.

   ◦ **In Progress Attempts**: The number of students currently taking the test that have not yet submitted it.

   ◦ **Completed Attempts**: The number of submitted tests.

   ◦ **Average Score**: Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.

   ◦ **Average Time**: The average completion time for all submitted attempts.

   ◦ **Discrimination**: This area shows the number of questions that fall into the **Good** (greater than 0.3), **Fair** (between 0.1 and 0.3), and **Poor** (less than 0.1) categories. A discrimination value is listed as **Cannot Calculate** when the question's difficulty is 100% or when all students receive the same score on a question. Questions with discrimination values in the **Good** and **Fair** categories are better at differentiating between students with higher and lower levels of knowledge. Questions in the **Poor** category are recommended for review.

   ◦ **Difficulty**: This area shows the number of questions that fall into the **Easy** (greater than 80%), **Medium** (between 30% and 80%) and **Hard** (less than 30%) categories. Difficulty is the percentage of students who answered the question correctly. Questions in the **Easy** or **Hard** categories are recommended for review and are indicated with a red circle.

   Note: Only graded attempts are used in item analysis calculations. If there are attempts in progress, those attempts are ignored until they are submitted and you run the item analysis report again.

About the Question Statistics Table on the Item Analysis Page

The question statistics table provides item analysis statistics for each question in the test. Questions that are recommended for your review are indicated with red circles so that you can quickly scan for questions that might need revision.

In general, good questions have:

- **Medium** (30% to 80%) difficulty.
- **Good** or **Fair** (greater than 0.1) discrimination values.

Questions that are recommended for review are indicated with red circles. They may be of low quality or scored incorrectly. In general, questions recommended for review have:

- **Easy** (> 80%) or **Hard** (< 30%) difficulty.
- **Poor** (< 0.1) discrimination values.

1. Filter the question table by question type, discrimination category, and difficulty category.
2. Investigate a specific question by clicking its title and reviewing its **Question Details** page.
3. Statistics for each question are displayed in the table, including:

   ◦ **Discrimination**: Indicates how well a question differentiates between students who know the subject matter those who do not. A question is a good discriminator when students who answer the question correctly also do well on the test. Values can range from -1.0 to +1.0. Questions are flagged for review if their discrimination value is less than 0.1 or is negative. Discrimination values cannot be calculated when the question's difficulty score is 100% or when all students receive the same score on a question.

   Discrimination values are calculated with the Pearson correlation coefficient. X represents the scores of each student on a question and Y represents the scores of each student on the assessment.

   $$r = \frac{1}{n-1} \sum_{i=1}^{n} \left(\frac{X_i - \bar{X}}{s_X} \right) \left(\frac{Y_i - \bar{Y}}{s_Y} \right)$$

   The following variables are the standard score, sample mean, and sample standard deviation, respectively:

   $$\frac{X_i - \bar{X}}{s_X}, \bar{X}, \text{ and } s_X$$

   ◦ **Difficulty**: The percentage of students who answered the question correctly. Difficulty values can range from 0% to 100%, with a high percentage indicating that the question was easy. Questions in the **Easy** (greater than 80%) or **Hard** (less than 30%) categories are flagged for review.

   Difficulty levels that are slightly higher than midway between chance and perfect scores do a better job differentiating students who know the tested material from those who do not. It is important to note that high difficulty values do not assure high levels of discrimination.

- ◦ **Graded Attempts**: Number of question attempts where grading is complete. Higher numbers of graded attempt produce more reliable calculated statistics.
- ◦ **Average Score**: Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.
- ◦ **Standard Deviation**: Measure of how far the scores deviate from the average score. If the scores are tightly grouped, with most of the values being close to the average, the standard deviation is small. If the data set is widely dispersed, with values far from the average, the standard deviation is larger.
- ◦ **Standard Error**: An estimate of the amount of variability in a student's score due to chance. The smaller the standard error of measurement, the more accurate the measurement provided by the test question.

How to View Question Details on a Single Question

You can investigate a question that is flagged for your review by accessing its **Question Details** page. This page displays student performance on the *individual test question* you selected.

1. On the **Item Analysis** page, scroll down to the question statistics table.
2. Select a linked question title to display the **Question Details** page.

1. Use the arrows to page through questions sequentially or to skip to the first or last question.
2. Click **Edit Test** to access the **Test Canvas**.
3. The summary table displays statistics for the question, including:
   - ◦ **Discrimination**: Indicates how well a question differentiates between students who know the subject matter those who do not. The discrimination score is listed along with its category: Poor (less than 0.1), Fair (0.1 to 0.3), and Good (greater than 0.3). A question is a good discriminator when students who answer the question correctly also do well on the test. Values

can range from -1.0 to +1.0. Questions are flagged for review if their discrimination value is less than 0.1 or is negative. Discrimination values cannot be calculated when the question's difficulty score is 100% or when all students receive the same score on a question.

Discrimination values are calculated with the Pearson correlation coefficient. X represents the scores of each student on a question and Y represents the scores of each student on the assessment.

$$r = \frac{1}{n-1} \sum_{i=1}^{n} \left(\frac{X_i - \bar{X}}{s_X} \right) \left(\frac{Y_i - \bar{Y}}{s_Y} \right)$$

The following variables are the standard score, sample mean, and sample standard deviation, respectively:

$$\frac{X_i - \bar{X}}{s_X}, \bar{X}, \text{ and } s_X$$

- **Difficulty**: The percentage of students who answered the question correctly. The difficulty percentage is listed along with its category: **Easy** (greater than 80%), **Medium** (30% to 80%), and **Hard** (less than 30%). Difficulty values can range from 0% to 100%, with a high percentage indicating that the question was easy. Questions in the easy or hard categories are flagged for review.

  Difficulty levels that are slightly higher than midway between chance and perfect scores do a better job differentiating students who know the tested material from those who do not. It is important to note that high difficulty values do not assure high levels of discrimination.

- **Graded Attempts**: Number of question attempts where grading is complete. Higher numbers of graded attempt produce more reliable calculated statistics.

- **Average Score**: Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.

- **Std Dev**: Measure of how far the scores deviate from the average score. If the scores are tightly grouped, with most of the values being close to the average, the standard deviation is small. If the data set is widely dispersed, with values far from the average, the standard deviation is larger.

- **Std Error**: An estimate of the amount of variability in a student's score due to chance. The smaller the standard error of measurement, the more accurate the measurement provided by the test question.

- **Skipped**: Number of students who skipped this question.

4. The question text and answer choices are displayed. The information varies depending on the question type:

Type of Information Provided	Question Types
Number of students who selected each answer choice	Multiple Choice
	Multiple Answer

Type of Information Provided	Question Types
-AND- distribution of those answers among the class quartiles.	True/False Either/Or Opinion Scale/Likert
Number of students who selected each answer choice.	Matching Ordering Fill in Multiple Blanks
Number of students who got the question correct, incorrect, or skipped it.	Calculated Formula Calculated Numeric Fill in the Blank Hot Spot Quiz Bowl
Question text only.	Essay File Response Short Answer Jumbled Sentence (also includes the answers students chose from)

Answer Distributions

The distribution of answers among the class quartiles is included for Multiple Choice, Multiple Answer, True/False, Either/Or, and Opinion Scale/Likert question types. The distribution shows you the types of students who selected the correct or incorrect answers.

- **Top 25%**: Number of students with total test scores in the top quarter of the class who selected the answer option.
- **2nd 25%**: Number of students with total test scores in the second quarter of the class who selected the answer option.
- **3rd 25%**: Number of students with total test scores in the third quarter of the class who selected the answer option.
- **Bottom 25%**: Number of students with total test scores in the bottom quarter of the class who selected the answer option.

Symbol Legend

Symbols appear next to the questions to alert you to possible issues:

- **Review recommended**: This condition is triggered when discrimination values are less than 0.1 or when difficulty values are either greater than 80% (question was too easy) or less than 30% (question was too hard). Review the question to determine if it needs revision.

- **Question may have changed after deployment**: Indicates that a part of the question changed since the test was deployed. Changing any part of a question after the test has been deployed could mean that the data for that question might not be reliable. Attempts submitted after the question was changed may have benefited from the change. This indicator helps you interpret the data with this in mind.

  Note: This indicator is not displayed for restored courses.

- **Not all attempts have been graded**: Appears for a test containing questions that require manual grading, such as essay questions. In a test containing an essay question with 50 student attempts, this indicator shows until the instructor grades all 50 attempts. The item analysis tool uses only attempts that have been graded at the time you run the report.

- **(QS)** and **(RB)**: Indicate that a question came from a question set or random block. Due to random question delivery, it is possible that some questions get more attempts than others.

About Item Analysis and Multiple Attempts, Question Overrides, and Question Edits

The item analysis tool handles multiple attempts, overrides, and other common scenarios in the following ways:

- When students are allowed to take a test multiple times, the last submitted attempt is used as the input for item analysis. For example, a test allows three attempts and Student A has completed two attempts with a third attempt in progress. Student A's current attempt counts toward the number listed under **In Progress Attempts** and none of Student A's previous attempts are included in the current item analysis data. As soon as Student A submits the third attempt, subsequent item analyses will include Student A's third attempt.

- Grade Center overrides do not impact the item analysis data because the item analysis tool generates statistical data for questions based on completed student attempts.

- Manually graded questions or changes made to the question text, correct answer choice, partial credit, or points do not update automatically in the item analysis report. Run the analysis again to see if the changes affected the item analysis data.

Examples

Item analysis can help you improve questions for future test administrations or fix misleading or ambiguous questions in a current test. Some examples are:

- You investigate a multiple choice question that was flagged for your review on the item analysis page. More Top 25% students choose answer B, even though A was the correct answer. You realize that the correct answer was miskeyed during question creation. You edit the test question and it is automatically regraded.

- In a multiple choice question, you find that nearly equal numbers of students chose A, B, and C. Examine the answer choices to determine if they were too ambiguous, if the question was too difficult, or if the material was not covered.

- A question is recommended for review because it falls into the hard difficulty category. You examine the question and determine that it is a hard question, but you keep it in the test because it is necessary to adequately test your course objectives.

Helping Students Resolve Issues With Tests

If a student was unable to submit a test, but had completed the work, you can submit the attempt. Now you can grade the attempt.

1. In the Grade Center, locate the cell containing the attempt, which displays the in progress icon.
2. Access the cell's contextual menu and select **View Grade Details**.
3. On the **Grade Details** page, click **View Attempt**.
4. Be sure the answers were saved.

   Note: If multiple questions are marked with **No Answer**, you may want to **Clear Attempt**. The student will have to take the test again.

5. Click **Test Information** to expand the section.
6. If you are satisfied with the student's test attempt, click **Submit Attempt**.
7. Click **OK** to confirm the attempt submission.

If a student experiences a technical problem while taking a test or needs an additional attempt, you can help by submitting or clearing the test attempt. When you clear an attempt, the grade is cleared from the Grade Center and the student can retake the test.

1. In the Grade Center, locate the cell containing their attempt. The cell will contain the in progress or the needs grading icon, depending on the situation.
2. Access the cell's contextual menu and select **View Grade Details**.
3. On the **Grade Details** page, click **Clear Attempt**.
4. Click **OK** to confirm and remove the attempt.
5. On the **Grade History** tab, the action is recorded with "Attempt Grade Cleared." In the Grade Center, no grade or icon appears in the student's test cell.

Kryterion Konnect Online Proctoring

Blackboard has partnered with Kryterion Konnect™, the industry leader in secure online proctoring, to provide exam security for distance education courses directly within the Blackboard Learn platform. Now institutions have a scalable way to handle their online proctoring needs, making it easier than ever to effectively assess student learning and ensure academic integrity.

Simple. Secure. Scalable. All within Blackboard Learn.

Kryterion Konnect optimizes the online proctoring process, improving the online education experience for distance learners by providing flexibility and convenience while maintaining the integrity of the assessment process.

- **Seamless Integration:** Instructors can easily deliver secure assessments directly within the Blackboard Learn environment, providing instructors and students with a familiar course experience.
- **Unsurpassed Security:** Proprietary lockdown technology and advanced authentication methods provide high test security while ensuring students are who they say they are.
- **Unbiased, Professional Proctoring:** Highly trained live proctors monitor and correct aberrant behavior, deterring and catching cheating in real-time.
- **Flexibility:** With standard or high-stakes options, support for institution or student pay models, and the ability to select exam restrictions, Kryterion Konnect offers institutions the flexibility and control to administer online tests their way.
- **Increased instructor efficiency**: Online testing eliminates manual processing of paper exams, saving instructors' time.
- **Improved student experience:** Students can schedule and take tests anytime, anywhere using their own computers and webcams, making learning more accessible, convenient and affordable.

Key Features

- Single sign-on
- Lockdown browser
- Facial recognition and keystroke biometrics
- Live video and audio monitoring by Kryterion Certified Proctors™
- Video and audio recordings for optional session review
- Full session transcripts with time-stamped incidents and aberrant behaviors bookmarked for easy review
- FERPA and ADA compliant

Who is Kryterion?

With more than 20 years in the testing industry, Kryterion is a full-service test development and delivery company that provides world-class online testing technology for the distance education, technology and

association markets. The first to bring online proctoring to the global market, Kryterion was awarded the United States Distance Learning Association Award for 21st Century Distance Learning for its proven technology and best practices.

What is online proctoring?

Online proctoring is the process of monitoring a testing session electronically for suspicious behavior and/or violations of testing standards. Online proctoring requires a proctor supervising the administration of an exam, as well as observing a student using a webcam and microphone.

How do I get started?

The Kryterion Konnect integration is available via a Building Block for clients licensing Blackboard Learn 9.1, Service Packs 6 and above. The integrated solution is available for clients in the North American (U.S. and Canada) higher education market, the professional education market, and the U.K., Australia and New Zealand higher education markets.

For a limited time, Kryterion is offering a **free** pilot of Kryterion Konnect for your institution. Pilots must consist of at least one instructor and 75-100 assessments during a six month period,

In order to get started with this simple, secure, scalable online proctoring solution, your institution must sign up for a free pilot and install the Building Block. Please contact your system administrator to express your interest in using this solution.

What resources are available for my students?

Click here for student resources, including student handbook, best practices and FAQs.