Tim Baker, Eric Powers, Jan Bass 03/17/2020

Blackboard allows the creation and deployment of exams and quizzes for face-to-face, hybrid, and online courses. This document enables an instructor to with some Blackboard familiarity to create and administer exams. This document is not a reference document for every function that Blackboard exams allow, but a guide to help an instructor decide if the Blackboard environment is the right solution for their course.

Overview

Question Types

Blackboard exams allow for the creation and delivery of exams within the Blackboard environment. The exam tool allows for the creation of a multitude of question types, including:

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

The exam can auto-grade questions that allow for exact matches (True/False, Multiple Choice, Fill in the multiple Blanks, etc.). Other types of questions that have qualitative responses require the grader to review and score the question manually. The file response question allows for the upload of a file that the grader manually evaluates. Question pools may also be created. An additional benefit of Blackboard exams is the automatic feedback that students can receive.

Exam Controls

The exam controls are selected (think scheduled) once the questions are created. The exam options include:

- Make available to students
- Add a Blackboard announcement
- Allow multiple attempts (if selected, how many attempts allowed)

Tim Baker, Eric Powers, Jan Bass 03/17/2020

- Force completion in one sitting
- The time allowed for the exam
- Automatically submit the exam when allowed time ends
- A display before date and time
- A display after date and time
- The password to access the exam
- User and group exceptions to the exam
- Due date and time
- Do not allow the student to start the exam if the due date and time is past
- Include the test in grade center calculations
- Hide results for this test from the instructor and grade book this is a permanent option
- Showing test results and giving feedback to students various options
- Test presentation all at once or one question per screen
- Randomize questions

Exam Creation Steps

The first step in the process is to create questions. The following screenshots document the creation of questions.

Login to Blackboard and select the course you want to create the exam. Select Course Tools from the Course Management menu, then Tests, Surveys, and Pools.



Tim Baker, Eric Powers, Jan Bass03/17/2020



Select Tests



Select Build Test

Tim Baker, Eric Powers, Jan Bass 03/17/2020

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Create a name, description, and instructions for your exam. You will have the option to display the description, instructions, or both when deploying the exam.

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The instructions should tell the students all the information you would say to them if the exam were being administered in class, including:

Tim Baker, Eric Powers, Jan Bass 03/17/2020

- 1. When is the test available? (What is your test window?)
- 2. How long does the student have to take the exam? (Is it timed?)
- 3. Is the open exam book or closed book? Can they use notes, scratch paper, calculators, etc....?
- 4. How many questions are on the exam? What's the exam worth? What types of questions are on the exam?
- 5. Is the exam proctored (optional)? Do students have the appropriate information for your proctoring method? (Respondus Lockdown Browser, ProctorU, etc.)

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Tim Baker, Eric Powers, Jan Bass 03/17/2020



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Select the appropriate options and/or change defaults.

Tim Baker, Eric Powers, Jan Bass03/17/2020

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The example above used defaults with the addition of adding "provide feedback to students" and changing "default points per question" to four. Select Submit.

Select Create Question and the question type you want to add.

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Tim Baker, Eric Powers, Jan Bass03/17/2020

The first question added in this example is a multiple-choice question. Create a question title and the text you want to be displayed.

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Select the question options. Numbering format and randomize answer order are selected.

Tim Baker, Eric Powers, Jan Bass03/17/2020

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Add the answers to the question. Note the radio button for the correct answer. Provide feedback for the answers. The feedback can be the same for each question if you are providing the right response.

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You can use individual question responses like the above example or leave the particular answer response blank and utilize the correct and incorrect answer windows at the bottom.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

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You can also assign question categories, keywords, and instructor notes for the question.

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Select Submit and add another if the question type remains the same. If the question is the last of this type or the previous on the exam, then select submit.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

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Help 🛛 🔍	Instructions The exam is available no electronic or writt each and 4 problems	e on May 5, 2020 starting at 9 AM. The exam length is 60 minutes, at which time it will be auto-submitted. The exam is a closed book exam ten materials may be used on the exam. Calculators, cellphones or other devices are prohibited. There are 35 multiple choice questions w s worth 15 points each. The exam is not proctored.	n, which mean orth 4 points	5	
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The question is now added to the exam. Continue adding questions until the exam is complete. You may find it helpful to revise points using question settings when you change question types.

When you complete adding the questions, select okay at the bottom of the screen.

A few instructional design tips include:

If you were a student in your course, what would you want to know before taking an exam? When creating instructions or a description of your exams, consider the following:

- 1. If students have file upload questions, be sure to provide some instructions beforehand so students know files will need to be downloaded and uploaded during the exam.
- 2. If students are taken an exam in a different LMS or site, such as McGraw Hill, please let students the best browser to use when opening the site. **Note:** Some sites work better than others for some websites.

When creating instructions or a description of your exams, remember to add the following:

- 1. Be sure to weigh questions fairly (i.e., an essay question should not have the same weight as a true/false question).
- 2. Provide constructive feedback for both correct and incorrect responses. Both feedback responses can be the same, but do not just say "correct" or "incorrect."
- 3. The most commonly used questions are multiple-choice, multiple answers, true/false, and fill in the blank. However, providing several question types will help measure and assess knowledge in a variety of

Tim Baker, Eric Powers, Jan Bass 03/17/2020

ways. It is recommended that you limit the number of true/false questions.

4. When providing answer choices, best practice will be to use "all are correct" instead of "all of the above" or "none are correct" instead of "none of the above."

Scheduling the Exam

The exam is adopted to allow the optional settings to be established. The first step is to navigate to the module where you want to publish the exam. That may be in a module, an exams folder, or others that will make sense to your students.

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Select Assessments and Test.

Tim Baker, Eric Powers, Jan Bass03/17/2020

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Tim Baker, Eric Powers, Jan Bass 03/17/2020

You can allow the exam description and instructions to be visible to the students. You generally want to display it in a new window.

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In the test availability section, make the exam available for students (you can adjust start and stop dates and times lower on this page), add a course announcement, set up multiple attempts, force completion, and timer. If the exam is a closed book and not proctored, you may want to consider tightening the time allowed for the exam, so students are not able to reference materials. Some instructors also tighten the times on open-reference exams.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

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In this example, I selected to make available, with no multiple attempts, forced completion with a 60minute time limit and auto submit on. Occasionally, a student will experience an internet interruption or other technical issues, and the exam will submit before they are complete. While those instances are few between, you will have to work around dealing with them.

Select the start and stop dates and times in the section below. You may elect to create a password. If you are using Respondus Lockdown Browser, it will create a password using this field.

Tim Baker, Eric Powers, Jan Bass03/17/2020

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You next select a due date and time. The option to not allow a student to start the exam after the due date and time is greyed out. You need to submit the exam, select edit exam, and return to select that option.

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B	(g) Include this Test in Grade Center score calculations Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in					
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Ð	if this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without detering all attempts.					
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Tim Baker, Eric Powers, Jan Bass 03/17/2020

Tim Baker, Eric Powers, Jan Bass 03/17/2020

Leave include in grade center calculations checked and the hide from instructor and gradebook option unchecked. I have not utilized the hide function, and it is irrevocable.

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Set the grade and feedback settings. I typically use it after submission and allow them to see all the questions and responses. The test presentation is the last section of the options. I usually use one at a time and allow (uncheck) backtracking and randomize questions.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

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Select submit. The exam is now present and will show up for the students at the start time. Remember to edit the exam options and select the do not allow start if the start date and time is elapsed. You will want to be available during the exam for any questions or issues that may arise.

Test Generation

When creating exams in Blackboard, it's nice to have tools in place that will make uploading quizzes to Blackboard efficient and convenient.

There are several helpful <u>test generators</u> that can help you create and export your test into Blackboard. With some research, the Department of Distance Learning found that the <u>Northeast Wisconsin Technical</u> <u>College</u> seems to be the best generator to use.

The Northeast Wisconsin Technical College Blackboard Test Generator helps to prepare questions in word or notepad. The generator recognizes several questions types, such as Multiple Choice, Multiple Answer, True/False, Essay, Matching, and Ordering. The generator allows you to create a text (.txt) file that can be edited before bringing it into Blackboard. This is an excellent tool because it can be used to create a regular test (quizzes) or pools of questions that can be used to build several tests/quizzes. Question numbers are removed in the test generation process. Manual removal is not necessary. The text is automatically inserted into the test generator.

Formatting Your Word Document

The <u>Northeast Wisconsin Technical College Blackboard Test Generator</u> has provided an already formatted word document to help in making sure your questions are appropriately formatted before adding them to the test generator.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

Please download this <u>word document</u> and follow instructions on how to create your test questions in preparation to be added to the generator.

Creating Questions Pools

An alternative to programming an exam with one-off questions is to create question pools and then have the exam randomly select a subset (usually one) from each pool. For numeric questions, you might vary a key input like an interest rate such that the correct answer differs across question variants. For conceptual questions, there might be several different key concepts intertwined in a particular course topic and you might have three or four different questions asking about those separate key concepts. There are two advantages of the pool approach. First, having multiple versions of a question is a barrier to collaboration among students. Second, pools exist independently and you can draw on those pools for both a midterm and a cumulative final.

Tests						
Tests are sets of qu some question typ	iestions that are graded to measure es are not automatically graded.	student performance. Once a t	est is created here, it must	be deployed within a content	folder before students ca	in take the test. Test results are reviewed in the Grade Center
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Pools						
Pools are sets of q	uestions that can be added to any T	est or Survey. Pools are useful f	or storing questions and re	using them in more than one	Test or Survey.	

Select "Build Pool"

Pools Pools are sets of questions that you can use in multiple tests or surveys. You can i	mport pools from outside the system and export them for reuse. <u>More Help</u>		
Build Pool Import Pool Import QTI 2.1 Package			
			Page 1 of 4 > >>
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529 Plans	1	January 26, 2017 8:43 AM	

Give the pool a name and any necessary details for students to do the questions. Then hit submit.

Tim Baker, Eric Powers, Jan Bass03/17/2020

POOL INFORMATION				
* Name	Sample Pool for How-to Guide			
Description				
For the toolbar, press ALT+F10 (P	C) or ALT+FN+F10 (Mac).			
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Sometimes I have numeric question	ns where I don't want a \$ sign or a negative sign. I would put those details I	here.	Î	
Click Submit to proceed.				Cance Submit

Now you can create questions as explained previously.

Pool Canvas: Sample Pool for How-to Guide
Create Questions an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. More Help
Create Question
Find Questions
Upload Questions
Upload Questions
Upload Questions
Upload Questions
Upload Questions
On a description
Instructions
Sometimes I have numeric questions where I don't want a \$ sign or a negative sign. I would put those details here.
Total Questions 0
Total Points
0
This test has no questions!
Create questions from other resources.

When you build your exam, you simply select from your pools.

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create Question \vee	Reuse Question \lor	Upload Questions
	Create Question Set	
	Create Random Block	
Description	Find Ouestions	
Instructions		
Total Questions 0		
Total Points 0		

When you identify the pool that you want to draw from, you also need to designate what types of questions that you want to use from the pool. You will see this set of check boxes when you scroll down. I always select All Questions.

Create Random Block

A random block is a group of questions retrieved from a question pool. Questions are randomly retrieved from the selected question pool based on the question type and the number of questions available in the selected pool. More Help

Choose Criteria	Selected Criteria
View 🏾 Reset to Default	
▼ Pool	
 2 Stage Growth DDM Final 529 Plans Annuity FV Annuity PMT Annuity PV APR Auto Loan Auto Loan Final Balance Sheet Identity Basic Bond Valuation Bond Basics 1 Bond Basics 2 Bond Basics 3 Bond Ratings Bond Valuation Final CAPM 1 CAPM Final 	To create a random block, browse and select a source pool and at least one question type. The questions matching your criteria will be shown here. When done, click Submit to create the random block on your Test Canvas. The points per question and number of questions to use out of the block are set on the Test Canvas.
	Cancel Submit

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I usually select one question from each pool. This is the default. If you want to select more than one question from a pool that is an option.

Test Canvas: sample test for How To Guide S The Test Canvas lets you add, edit, and reorder questions, as well as review a test. <u>More Help</u>	
Create Question V Reuse Question V Upload Questions	Question Settings
Description Instructions Total Questions 1 Total Points 10 Select: All None Select by Type: - Question Type - • Delete Points Update Hide Question Details	
 1. Random Block Total Questions: Number of Questions to disply: 2 Stage Growth DDM Final Question Types: All Pool Questions Preview questions that match selected criteria 	Points per question: 10 Total Points: 10

Final comment on pools – those of us that have been teaching online have had the luxury of time which means we can build many versions of questions to deter cheating. You do not have that luxury. However, you will be surprised how quickly online information will get shared. Having a few versions of questions limits of the ability to freeride substantially if the window during which students can take the exam is not too long.

Respondus Lockdown Browser (RLB).

RLB is an installed feature in USC Blackboard. It is a denuded browser that students download and you can program your exam so that it can only be accessed with RLB. Once activated, RLB prevents a computer from doing anything else until the exam is submitted. This is a helpful feature that makes it impossible for students to copy and paste a question to a website like Chegg. Note that students can still easily access the internet via a second device. Moreover, I recently found copies of exam questions on Chegg that a student photographed with their phone. It is a never-ending arms race!

Once you have built and deployed a test, go to Respondus Lockdown Browser on your tools menu.

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03/17/2020

Brainfuse HelpNow
Cengage Learning MindLinks™
Contacts
Content Market Tools
Course Calendar
Course Health Check
Course Messages
Course Portfolios
Date Management
Discussion Board
Glossary
Goal Performance
Goals
Journals
Manage Campus Pack
McGraw-Hill Higher
Education
Mobile Compatible Test List
Pearson's MyLab &
Mastering
Photo Roster
Respondus LockDown
Pubrics
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Solf and Door Assossment
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Tasks
Wob Accign
WebAssign
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1	Practice for Lockdown Browser - Requires Respondus LockDown Browser	Required	Not Required
1 ~	Test 1 Spring 2020 - Requires Respondus LockDown Browser	Required	Not Required
~	Test 2 Fall 2019- Requires Respondus LockDown Browser	Required	Not Required
*	Test 3 Final Fall 2019- Requires Respondus LockDown Browser	Required	Not Required
~	and the failer T. C. it.		×
	sample test for How To Guide		
	ample test for How To Guide CockDown Browser Settings		
	LockDown Browser Settings On't require Respondus LockDown Browser for this exam		
	Example test for How To Guide LockDown Browser Settings On't require Respondus LockDown Browser for this exam Require Respondus LockDown Browser for this exam		

There is a useful video. Once you view it, hit Continue to LockDown Browser



You will see a list of deployed exams. Select the relevant one and hit the arrow. Then select Require LockDown Browser for this exam. I have never programmed a Password as students can only access the exam via Blackboard anyways. Don't bother with the Monitor Webcam Settings. These pertain to a separate resource called Respondus Monitor. The university only has a teaser subscription to this service that provides 100 total seats a semester. Hit save and close and you are good to go.

Tim Baker, Eric Powers, Jan Bass 03/17/2020

✓ Test	3 Final Fall 2019- Requires Respondus LockDown Browser	Required	Not Required
🗸 sam	ple test for How To Guide		×
A	LockDown Browser Settings		
	On't require Respondus LockDown Browser for this exam		
	Require Respondus LockDown Browser for this exam		
	Password Settings		
	Password to access exam (optional)		
	Advanced Settings		
Q	Monitor Webcam Settings		
	Don't require Respondus Monitor for this exam		
	Require Respondus Monitor for this exam		
	\odot Either Respondus Monitor <u>or</u> a proctored lab can be used to take this exam		
	Save + Close Cancel		

Final comments on RLB. It is important to give your students a practice exam so that they can test run RLB. My test run exam will have one silly question.

Sources:

Northeast Wisconsin Technical College

University of South Carolina Center for Teaching Excellence

University of South Carolina Aiken Office of Distance Learning