Getting Started with . . .
Building a Test

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1	Build Test	Click Build Test to create a Test and enter Test Information.
2	Import Test	Click Import Test to import a local file or a file from the Content Collection.
3	Edit Test	Select Edit from the contextual menu next to the name of the test.

Oceanography Tests, Surveys, and Pools > Tests   Edit Mode is: ON ?

Tests

Tests are a means of assessing student performance. More Help

Build Test   **Import Test**

Name	Deployed	Date Last Edited
Advanced Quiz	No	November 19, 2009
Calculated Formula Sample	No	November 19, 2009
Chapter 1 Self Test	No	November 19, 2009
Chapter 1 Test	Assignments	November 19, 2009
Chapter 1 Test - Hist... n Science	Assessments	November 19, 2009
Chapter 2 Test	Assignments	November 19, 2009
Chapter 3 Self-check	No	November 19, 2009
Chapter 3 Test	Assignments	November 19, 2009
Chapter 3 Test - Glo	No	November 19, 2009
Chapter 7 Self-check	No	November 19, 2009

Contextual menu:
> Edit
> Export to Local Computer
> Export to Content Collection
> Copy
> Delete

4	Create Question	The Create Question contextual menu lists all of the different types of test questions available.
5	Reuse Question	From the Reuse Question contextual menu you can create a random block question or find an available question from a pool or another test.
6	Upload Questions	Click Upload Question to browse for a local file.
7	Question Settings	Question Settings control the options available when creating Test questions. Not all options are available for all question types.
8	Drag and Drop	Click the arrow icon next to the question name to rearrange the test questions after they are created.

Oceanography Tests, Surveys, and Pools > Tests > Test Canvas : Chapter 1 Self Test   Edit Mode is: ON ?

Test Canvas: Chapter 1 Self Test

The Test Canvas allows instructors to add and edit questions, add a Random Block to questions, reorder questions, and review the test before deploying it to users. More Help

Create Question   **Reuse Question**   **Upload Questions**   **Question Settings**

Header
Name	Chapter 1 Self Test
Description	This self-check contains five true-false questions, meant to establish a baseline for your work in this chapter. This test is UNGRADED, and is for your information and self-assessment only.
Instructions	This pre-test contains five true-false questions, meant to establish a baseline for your work in this chapter. This test is UNGRADED, and is for your information and self-assessment only.
Total Questions	5
Total Points	5
Alignments	

Select: All None | Select by Type: - Question Type -

Delete   Points   Update

☐ **True/False: Alvin, Sea Cliff II, and Shuikai 6500...**   Points: 1

Question	*Alvin, Sea Cliff II*, and *Shuikai 6500* are all examples of ROVs.
Answer	True
	☑ False

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Tasks	What You Need to Know	Steps to Complete the Task
Build a Test	The Tests, Surveys, and Pools tool is located on the Control Panel under Course Tools.	1. From the Course Tools area of the Control Panel select **Tests, Surveys, and Pools**. 2. Click **Tests**. 3. Click **Build Test**. OR 1. From the Course Tools area of the Control Panel select **Tests, Surveys, and Pools**. 2. Select **Tests**. 3. From the contextual menu for an existing test select **Edit**. 4. From the Header contextual menu select **Edit**.
Import a Test	Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format.	1. From the Tests page click **Import Test**. 2. Browse for a Local File or from the Content Collection. 3. Click **Submit**.
Edit an Existing Test from the Test Canvas	The Test Canvas page is the center of the Test creation process. Instructors can edit the Test name and instructions, add and edit questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Tests should not be edited if Students have already begun taking the Test.	Follow these steps to open the Test Canvas page for an existing test. 1. From the Course Tools area of the Control Panel select **Tests, Surveys, and Pools** 2. Click **Tests**. 3. From the Contextual menu next to an existing test, Click **Edit**.
Add a Question		1. From the Test Canvas page, point to **Create Question** and select the type of question you want to add. 2. Complete the required fields and click **Submit**.
Create Random Block	Random Blocks also randomly select questions from a pool to be presented each time the test is taken. Unlike Question Sets, each random block can only be drawn from a single pool. You cannot draw random blocks of questions from tests or more than one pool.	1. Create or access the test. 2. On the Test Canvas page, point to **Reuse Question** and select **Create Random Block**. 3. On the Create Random Block page, select a pool. 4. Select at least one question type to include in the test. All questions that meet the criteria will be added to the block. 5. Review your selected questions. 6. Click **Submit**.

Create Question Set	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 choosen for each time the test is taken. Note: When you add questions to a test using the Question Set feature, each question is linked. The questions do not exist in the test. Therefore, if you change an original question, the revised version of the question will be displayed. Once the test with the linked question is deployed, the questions will no longer reflect revisions made to the original.	1. Create or access the test. 2. On the Test Canvas page, point to the **Reuse Question** and select **Create Question Set**. 3. On the Create Question Set page, search for questions using the Browse Criteria. 4. Select the questions to include in the test. Select the check box in the header row to select all questions. 5. Review your selected questions. 6. Click **Submit**.
Change Test Settings	Question Settings control the options available when creating Test questions. Not all options are available for all question types.	1. From the action bar on the Test Canvas page, click **Question Settings**. 2. Select or clear the checkboxes to customize your test. 3. Click **Submit**.
Change the order of Test Questions	Questions can be reordered by using the Drag and Drop feature.	Click and hold the arrows at the top left corner of the question box and drag and drop it to the correct position.
Edit a Question	Only textual changes will be permitted once a test has been taken. If changes are needed, other than textual changes, create a new Test.	From the question's contextual menu select **Edit**.
Delete a Question	Deleting a question is irreversible.	From the question's contextual menu select **Delete**.

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Glossary

Calculated Formula Questions	A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.
Calculated Numeric Response Questions	This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.
Either/ Or Questions	Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers
Essay Questions	Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.
File Response Questions	Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually.
Fill in Multiple Blanks Questions	This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.
Fill in the Blank Questions	Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.
Hot Spot Questions	Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
Jumbled Sentence Questions	Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.
Matching Questions	Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.
Multiple Answer Questions	Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20.
Multiple Choice Questions	Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.
Opinion Scale/ Likert Questions	Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
Ordering Questions	Ordering questions require users to provide an answer by selecting the correct order of a series of items.
Question Metadata	Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.
Quiz Bowl Questions	Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.
Random Block	Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.
Short Answer Questions	Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.
True/ False Questions	True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

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