

eAssessment: Creating Online Quizzes in Blackboard 9

Handout updated December 2013 - Damien Raftery



Blackboard's assessment features provide lecturers with a form for building online quizzes using different question types. These assessments provide students with immediate feedback, are automatically graded (with the exception of essay questions), and scores are logged into the online grade centre. The lecturer gets feedback as to individual students are getting on (you can view a student's completed quiz) as well as summary feedback on responses to particular questions.

Pedagogy - good practice and case studies

- [On-line assessment](#)
Australian guide that addresses the questions 'Why consider on-line assessment?' and 'Is on-line assessment improving the assessment of student learning?', discusses how to realise the educational benefits of on-line assessment and provides reactions to on-line assessment. This guide lists 34 strategies for developing effective on-line assessment and provides useful guidelines on where to start
- [Assessing by multiple choice question \(MCQ\) tests](#)
Useful online guide, arranged around a series of FAQs (from the UK Centre for Legal Education, with more resources on assessment and feedback)
- [Designing effective objective test questions](#) (handout, Loughborough University)
- [Re-engineering Assessment Practices \(REAP\)](#) – or see selected case studies in [Marketing](#), [Consumer Buyer Behaviour](#) and [Managerial Finance](#)
- [Tangible benefits of e-learning](#) (JISC Project) – or see selected case studies in [Economics](#), [Accounting](#) and [Applied Technology](#)

Blackboard guides

- [Question Types in Blackboard 9](#) (University of Southampton)
*Shows the question types available in Blackboard 9, plus **step-by-step instructions** on creating the question*
- [How to Create and Deploy a Test in Blackboard 9](#) (University of Southampton)
Shows the detailed steps with screenshots
- [Using Online Assessment in Face-to-Face Courses](#) (University of Oregon)
15-page PDF guide introducing online quizzes in Blackboard 9 (both pedagogy and technology)

Tip if you want to create a series of questions with the same format, then create a template question and simply copy it multiple times

Test generators (can speed up the creation of tests)

- [Blackboard Quiz Generator](#) (recommended)
a tool to help you create quizzes for Blackboard. It allows you to type up the quiz offline in a program like Word and not have to go through the trouble of making long quizzes via the Blackboard web interface

Tip give students an opportunity to take a practice quiz to get use to the quiz environment and also to test their computer setup to avoid problem

Tips for students when taking a Blackboard quiz

- **Save** your work often
- Close all other programmes on your computer
- If possible avoid using a wireless connection
- Do not use your browser's back, forward or refresh buttons
- Single-click buttons (not double-click)

Possible Technical Problems for Students

The test freezes when the student is taking the quiz. How do they continue?

One possible solution is to advise the student to return to the previous question by clicking the “back” button on the browser and then to click the “forward” button to return to the question being attempted. If this does not unfreeze the question, the student should go back two questions and then forward two questions to the one being attempted. The clock on the system stops during this process and so the student is not disadvantaged.

Alternatively, get the student to close the browser, clear the attempt (see below).

Extract from Common Technical Problems (University of Texas)

<http://www.uta.edu/blackboard/students/technical-problems.php>

My test will not open when I click the link to access it. How do I access my test?

Many instructors choose to launch tests in a new window or tab. This requires the pop-up blockers on your browser to be disabled. Learn how to disable pop-up blockers in [Firefox](#), [Internet Explorer](#), [Safari](#), and [Chrome](#)

I have a student who requires additional time on tests. How do I set this up?

Time limits on tests in Blackboard are considered “soft” time limits – that is, the student is not forced out of the test at the end of the time limit. The student may exceed the time limit and still submit the test successfully. If you had a student who requires additional time on tests, no action is needed on your part – simply let the student know s/he can exceed the time limit, and the attempt recorded in the Grade Center will display the student's total test time.

I need to reset a test attempt for one of my students. How do I do this?

To clear an attempt for a single student, follow these instructions:

1. Go to Control Panel.
2. Select Grade Centre.
3. Select Full Grade Centre.
4. Find the test column.
5. Click the down arrows next to the attempt for the particular student.
6. Select View Grade Details.
7. Click Clear Attempt.
8. If the test has closed, reopen the test by resetting the dates on the Test Options page.

I need to open a test for just a single student. How do I do this?

There are multiple methods for opening a test for a single student. Follow the instructions below for the scenario below that best applies to your situation.

All students have taken the test except one student; forced completion is enabled:

1. Go to the test link inside the course (not control panel).
2. Click the down arrows next to the test link.
3. Select Edit the Test Options.
4. Change the availability dates.
5. Click Submit.

All students have taken the test except one student and forced completion is not enabled, or the test is closed but not all students have taken it: Enable a password on the test and give the password to the student:

1. Go to the test link inside the course (not control panel).
2. Click the down arrows next to the test link.
3. Select Edit the Test Options.
4. Change the availability dates.
5. Enter a password into the password field.
6. Click the check box next to the password field to enable it.
7. Click Submit.