


Reinforcing and Assessing Learning with Blackboard Quizzes

Step 1: Create your question pool.

Go to the **Control Panel** of your course and click on **Pool Manager**. Then, click  **Pool**. Name the question pool so that you will be able to recognize it later.

Step 2: Set the creation settings for your questions – these settings allow you to modify which options you are given when creating test questions. For example, if you select the option to add images, files and external links to your questions you will be given the option to add an image in each of your questions created in this pool.

Click on **Creation Settings**, choose your options and click **Submit**.


Step 3: Create your test questions.

In the upper left of the screen you will see **Add**, a box with Calculated Formula in it, and **Go**. Select the blue down arrow to change your question type from Calculated Formula to your preferred question type and click **Go**.

Fill out your question text, choose your options and fill in your answers. You may also enter feedback. (You may have more options depending on your settings)
Then, click **Submit**.

Step 4: Create the test

Go to the area of your course site where you would like to post the test.
Click on **Edit View** in the upper right hand corner.

Click on  **Test**.

Choose **Create** next to Create a New Test.

Name your new test and put in a description and instructions for the students to read.

Step 5: Insert the questions into the test

Now, you can choose to add a single question, or you can choose to add a **Random Block** or questions **From a Question Pool or Assessment**. (From the drop down menu)

If you choose **Random Block**, you will then need to choose the pool that you have created your test questions in.

You also must choose the number of questions you would like to import (for example, choose 5 if you would like the students to get 5 questions out of your pool of 10 questions).

Also, put in how many points you would like each question to be worth.

Then, click **Import**.

If you choose **From a Question Pool or Assessment**, you have the option to search for questions from a previous test, or, from a question pool. You can use the currently assigned point values or, you can assign new point values for the questions.

Once you have searched for questions you must select the ones that you would like to use. Then, click **Submit**.

You may rearrange the order of the questions via the drop down menus on the left and insert new questions into specific places via **Add Question Here** or, at the top of the page. When you are finished creating your questions click **OK** at the bottom of the quiz.

Step 6: Add your test and set availability of the test. It is at this point that a grade book column will be automatically created in your Grade Center. This maintains the one-to-one linkage between your student's particular score in the grade book.

After you click **OK** you will be taken back to the same screen where you clicked **Create** to create the test.

Now, you will choose the test that you just created by clicking on its title and then clicking **Submit**. Then, click **OK**.

Now, click on **Modify the Test options**.

Test Availability: This is where you have to choose to make the test link available. You also have options to allow multiple attempts at taking the test, if you would like to set a time limit, and also set when the test is available to the students.

We suggest that you do **NOT** check **Force Completion** as this hinders Blackboards ability to grade the tests for you. If you do check it the box and your student has technical problems and needs to re-enter the quiz, they will not be able to.

To set the availability dates, do not forget to click the checkboxes above Display After and Display Until. These dates and times are what enforce the due date for your students.

Self-assessment Options: Generally you will leave these alone. You will want the test scores to be included in the Grade Center total score calculations and you will also want the option to see the results of the test for each student.

Feedback: By default, Blackboard will allow the students to see their graded score after they complete the quiz. You can also choose for them to be able to see the answers that they submitted, the correct answers, and any feedback that you may have provided. Once the due date for the test has passed, you can go back in and change these options so that the students can see additional feedback.

Test Presentation: Generally, you will also leave these options the way they are. It is best to show all the questions at once for a test, this lessens the chance that the computer will get "stuck", unless you have questions that have the answer for them in later questions. Here you will also find the option to **Randomize Questions**. This feature can be very handy to discourage cheating, particularly if students will be taking the test in close proximity.

When you are finished, click **Submit**.