

Blackboard Test Quick Start Guide

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Introduction

Ultra Course View

According to Blackboard Help: [Create Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests):

- *Assignments and Tests (grouped under Assessments in the Course Content Items panel) share the same user interface and options. Many options in the settings are enabled or disabled based on whether at least one question is included in the assessment.*
- *In practice, instructors use these assessments differently. For example, you might create an assignment with instructions for students to submit a file for a grade. In a test, students may answer a series of questions you've added to the assessment.*

Original Course View

You can use tests and surveys* to measure student knowledge, gauge progress, and gather information from students.

*Survey questions aren't graded, and student responses are anonymous 

Create tests

Ultra Course View

- Blackboard Help: [Create Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
- Blackboard Help: [Question Banks](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/ULTRA_Question_Banks) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/ULTRA_Question_Banks)
- Blackboard Help: [Question Pools](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/Question_Pools) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/Question_Pools)

Original Course View

1. Access Blackboard Course > “Control Panel” > “Course Tools” > “Tests, Surveys, and Pools”. Click “Test”.

CU-2020 Blackboard
Sandbox Course (ITSC-
SC0083)

Course Management

- Control Panel
- Content Collection
- Course Tools**
 - Achievements
 - Announcements
 - Attendance
 - CUHK User Management
 - Content Market Tools
 - Course Calendar
 - Course Messages
 - Discussion Board
 - Goal Performance
 - Respondus LockDown Browser
 - Rubrics
 - Send Email
 - Tests, Surveys, and Pools**
 - Wikis

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

2. Click “Build Test”.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test Import Test

Click **Build Test** to start.

3. On the Test Information page, type a name. Click “Submit”.

Test Information

Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

Name
Mid-term Quiz

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 14px

Click **Submit** to proceed.

Cancel **Submit**

4. On the Test Canvas, click “Question Settings” to check and modify the settings.

Test Canvas: Mid-term Quiz

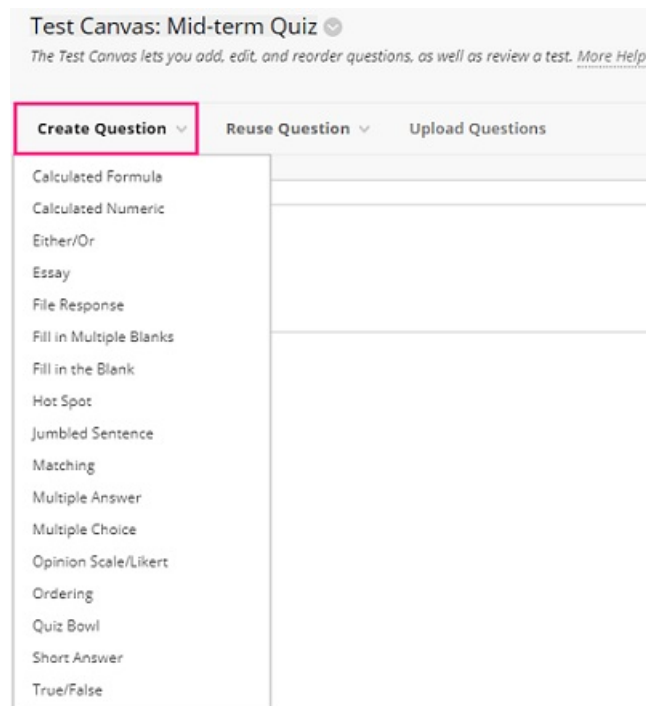
The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

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

Description
Instructions
Total Questions 0
Total Points 0

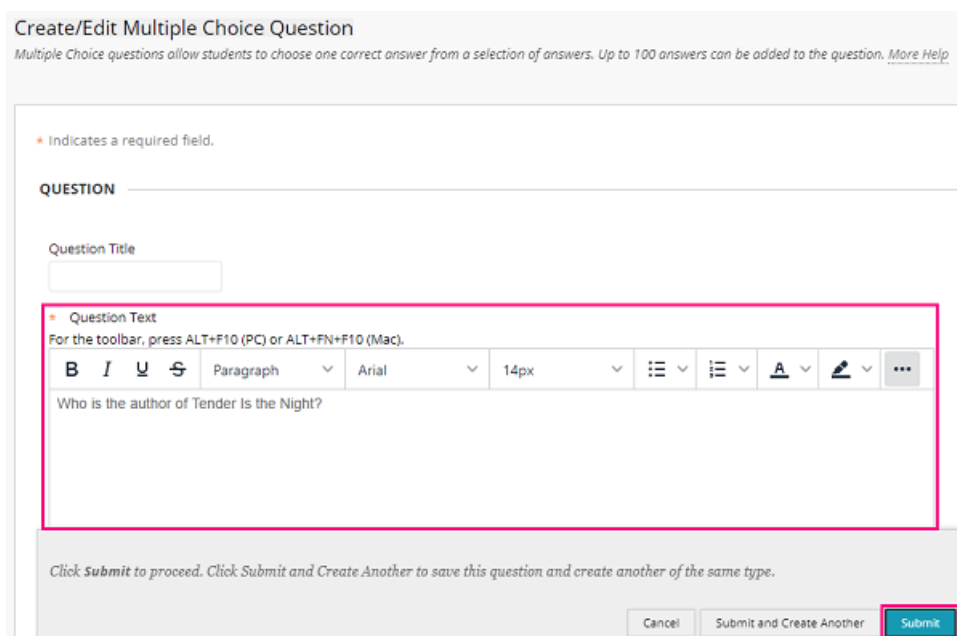
This test has no questions!
Create questions or add questions from other resources.

5. Rollover “Create Question”, select the question type (e.g. Multiple Choice, True/False, Essay...).



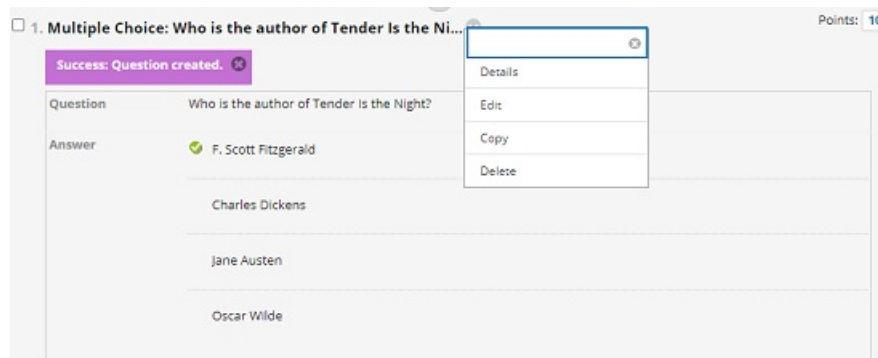
- If you would like to randomly draw questions from Pool (e.g. draw 30 questions out of 50) so that different students answer different sets of questions, please refer to the below.
 - CUHK EdTech Help Center: [Pools and Question Sets](https://help.edtech.cuhk.edu.hk/docs/pools-and-question-sets) (<https://help.edtech.cuhk.edu.hk/docs/pools-and-question-sets>)
 - Blackboard Help: [Question Pools](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Pools) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Pools)
 - Blackboard Help: [Question Sets](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Sets) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Sets)
- If a test consists of both automatically graded questions (e.g. MC) and manually graded questions (e.g. Essay), the grade would be shown as “Needs Grading” after the submission, as the manually graded questions do not have grades.

6. On the Create/Edit page, fill in the information. Select “Submit”.



7. Questions are created. Check the questions before deploying the test. Questions cannot be deleted when there are attempts in progress .

- Blackboard Help: [Edit Tests and Questions](#)



(https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Edit_Tests_and_Questions)

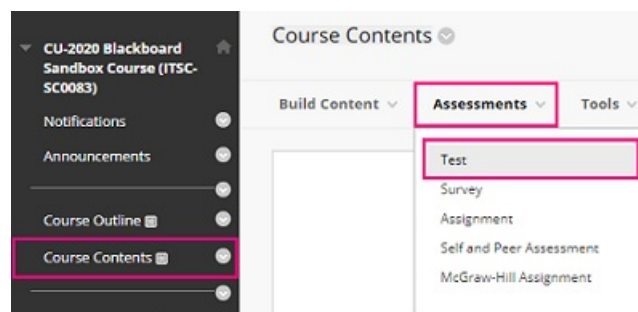
Deploy tests and test options

Ultra Course View

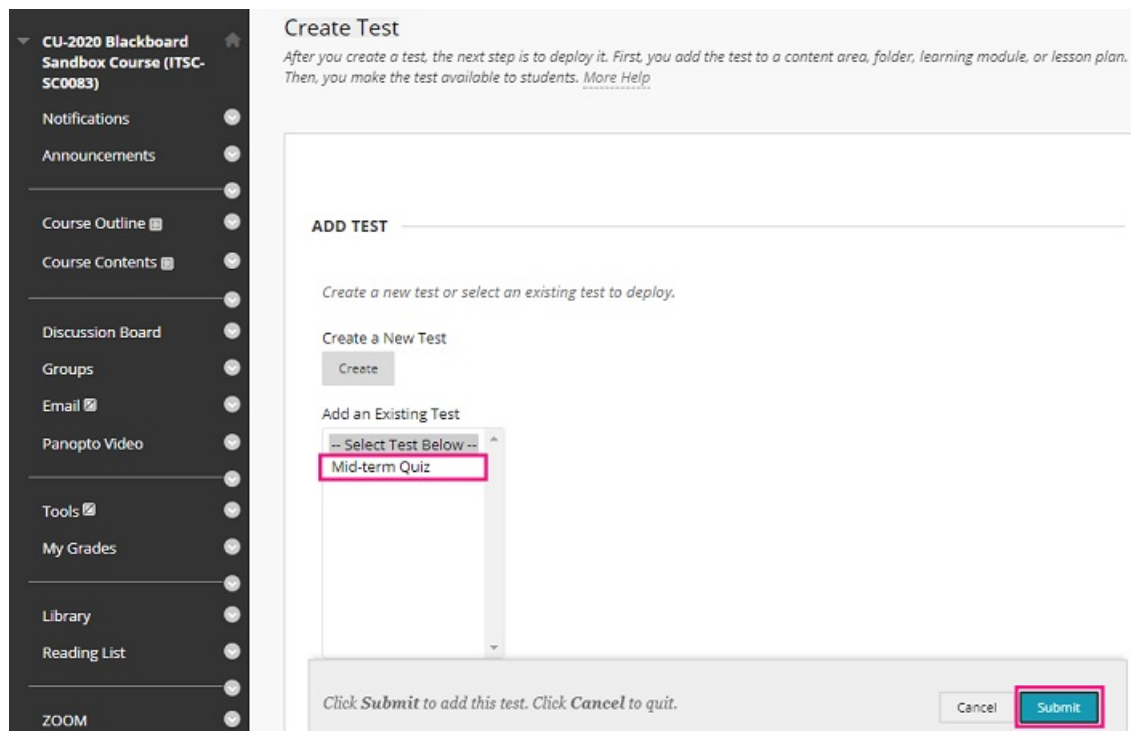
Please refer to Blackboard Help: [Create Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)

Original Course View

1. Access a Content Area (e.g. Course Contents). Select "Assessments" > "Test".



2. Select the test under "Add an Existing Test". Click "Submit".



3. Then select "Test Options" on the next page. Please refer to [CUHK EdTech Help Center: Blackboard Online Test Best Practices for teachers and supporting staff](https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff) (<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff>) and [Blackboard Help: Test and Survey Options](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options) for more about test options. Click "Submit" to deploy the Test for student access.

Grade tests and test results

Ultra Course View

- Blackboard Help: [Ultra Gradebook](https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Navigate_Grading) (https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Navigate_Grading)
- Blackboard Help: [Grade Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Grade_Tests) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Grade_Tests)
- Blackboard Help: [Grade Tests With Flexible Grading](https://help.blackboard.com/Learn/Instructor/Ultra/Tests/FlexGradingTests) (<https://help.blackboard.com/Learn/Instructor/Ultra/Tests/FlexGradingTests>)
- Blackboard Help: [Grade History](https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Grade_History) (https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Grade_History)
- Blackboard Help: [Question Analysis](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Ultra_Question_Analysis) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Ultra_Question_Analysis)

Original Course View

1. Click "Grade Center", select "Full Grade Center", then select the column you want to grade.

CU-2020 Blackboard Sandbox Course (ITSC-SC0083)

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
 - Needs Grading
 - Full Grade Center**
 - Assignments
 - Tests
- Users and Groups
- Customization
- Packages and Utilities

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar

	LAST NAME	FIRST NAME	WEIGHTED TOTAL	TOTAL	MID-TERM QUIZ
<input type="checkbox"/>	Fung	Sara	--	10.00	10.00
<input type="checkbox"/>			--	10.00	10.00
<input type="checkbox"/>	Wong	Peter	--	0.00	0.00

Selected Rows: 0

Move To Top Email Icon Legend

- Quick Column Information
- Send Reminder
- Edit Test
- Change Due Date
- Grade Attempts
- Grade with User Names Hidden
- View All Attempts
- Grade Questions
- Item Analysis
- Attempts Statistics
- Download Results
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

- Blackboard Help: [Grade Tests](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Grade_Tests) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Grade_Tests)
 - Blackboard Help: [Test and Survey Results](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Results) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Results)
 - Blackboard Help: [Grade History](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_History) (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_History)
2. You can also ignore an attempt to keep it but omit the score from Grade Center calculations. The attempt isn't counted toward the number of allowed attempts.
- Blackboard Help: [View Grade Details](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grading_Tasks/View_Grade_Details) (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grading_Tasks/View_Grade_Details)

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar

	LAST NAME	FIRST NAME	WEIGHTED TOTAL	TOTAL	MID-TERM QUIZ
<input type="checkbox"/>	Wong	Peter	--	0.00	0.00
<input type="checkbox"/>			--	10.00	
<input type="checkbox"/>	Fung	Sara	--	10.00	

Selected Rows: 0

Move To Top Email

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 7/19/21 0.00

Grade Details

Jump to...

User **Peter Wong (student13)** < > Column **Mid-term Quiz (Test)** < >

Current Grade: **0.00** out of 10 points Exempt

Grade based on Last Graded Attempt
 Due: None
 Calculated Grade 0.00

View Attempts

Attempts
Manual Override
Column Details
Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jul 19, 2021 11:53:01 AM	Jul 19, 2021 11:53:04 AM (Completed)	0.00			<div style="display: flex; justify-content: flex-end; gap: 5px;"> View Attempt Clear Attempt Ignore Attempt </div>

Additional tips: Checking before starting tests

- If you don't want to show grades to students after they submit their attempts,
 - Ultra Course View: Carefully check the assessment settings.
 - Blackboard Help: [Create Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
 - Original Course View: Check the test options > Results and feedback options. Also, hide the grade columns (including the "Total" column) in Full Grade Center.
 - Blackboard Help: [Test and Survey Options](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options)
 - Blackboard Help: [Grade Columns](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns) (Can I control when students see their grades and feedback?)
- If the test is copied from another Blackboard Course using "Course Copy" feature:
 - Ultra Course View: Please refer to the information below to determine whether release conditions are retained when copied from one course to another. Additionally, review the release conditions and assessment settings carefully before making the test available to students.
 - Blackboard Help: [Copy Content from Other Courses](https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Reuse_Content/Ultra_Copy_Content)
 - Blackboard Help: [Content Release Conditions](https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Release_Content)
 - Blackboard Help: [Create Tests](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
 - Original Course View: check both "Adaptive Release" and "Adaptive Release: Advanced". The outdated Adaptive Release rules from the source course would be copied to the destination course as well. Remove the outdated rules. You can also check the test availability under "User Progress".
 - CUHK EdTech Help Center: [Course Content Access Control - Adaptive Release](https://help.edtech.cuhk.edu.hk/docs/course-content-access-control-adaptive-release)
 - Blackboard Help: [Release Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Release_Content)
 - CUHK EdTech Help Center: [Using "User Progress > Visibility" to check if a course content / test is visible to individual students](https://help.edtech.cuhk.edu.hk/docs/using-user-progress-visibility-to-check-if-a-course-content-test-is-visible-to-individual-students)
- If the test is available, you can also access and check the test using "Student Preview". Click here to learn

more about “Student Preview”.

- Ultra Course View:
 - Blackboard Help: [Student Preview](https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Student_Preview) (https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Student_Preview)
- Original Course View:
 - CUHK EdTech Help Center: [Student Preview](https://help.edtech.cuhk.edu.hk/docs/student-preview) (<https://help.edtech.cuhk.edu.hk/docs/student-preview>)

Contact us: elarning@cuhk.edu.hk / ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)
