

# Blackboard Test Tool

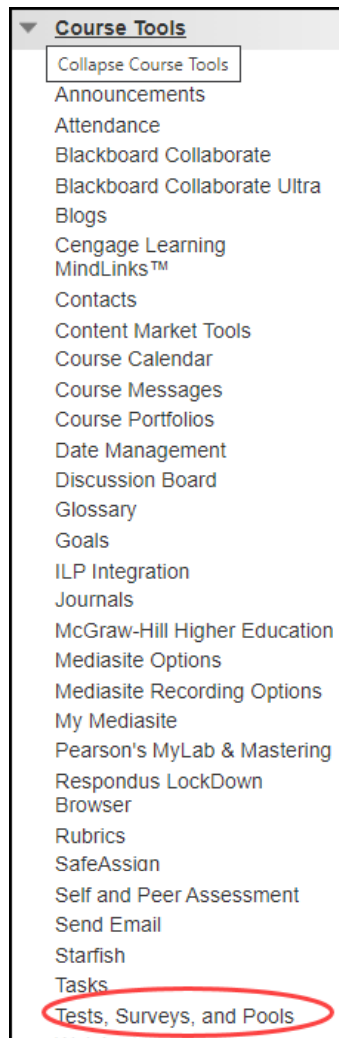
## Tests, Surveys, and Pools in Blackboard

### What are Tests, Surveys and Pools?

- Tests in Blackboard are used to evaluate the progress students are making in a course.
- Surveys are used to gather information from students.
- Pools are collections and groups of questions that you can include in tests and surveys.

### Where is Tests, Surveys and Pools?

- In the Control Panel, click **Course Tools** and select **Tests, Surveys, and Pools**.



### 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.*

## How Are Pools Created in Blackboard?

**Pools (question database)** – Pools are an inventory of questions that can be reused throughout the course to create tests. Pool questions can be sorted by question category, question type, topics, levels of difficulty, and keywords.

### Pools

*Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)*

1 Build Pool
2 Import Pool
3 Import QTI 2.1 Package

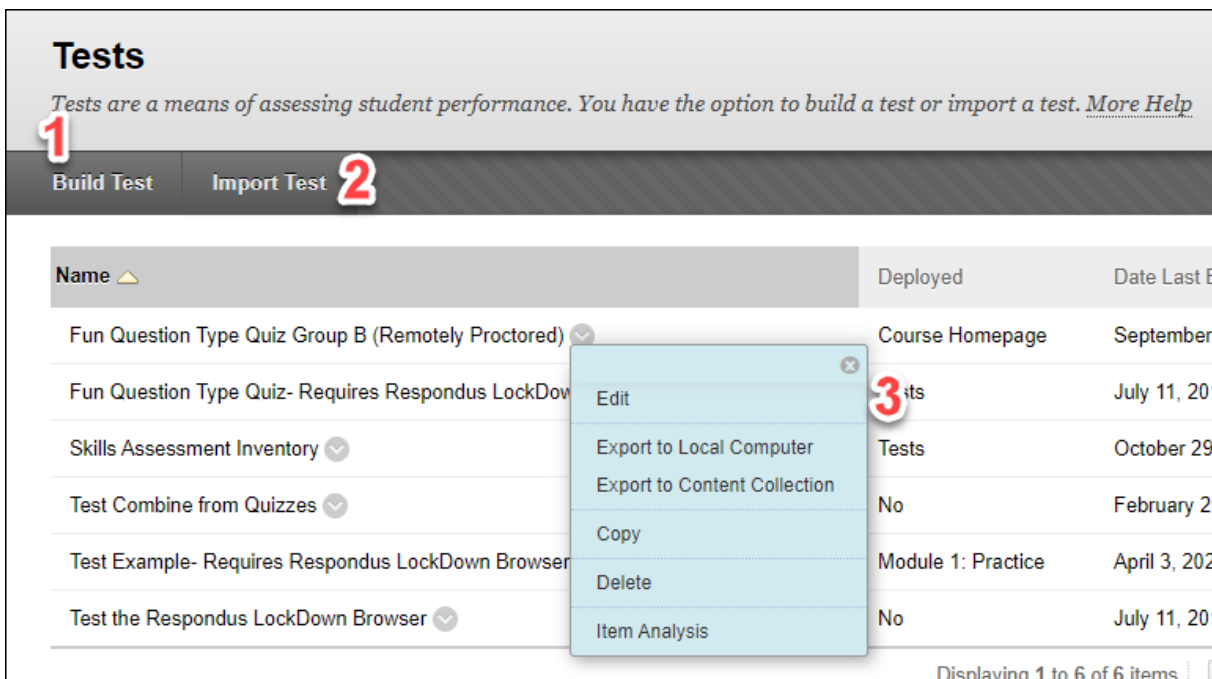
Name ▲	Number of Questions	Date Last Edited
Cathy's Practice Pool ▼	44	June 19, 2019 12:22 PM
Label Questions Pool	44	July 29, 2019 2:11 PM
Question Pool ▼	34	April 2, 2020 8:12 AM
Respondus Sample Q	10	July 25, 2018 9:20 AM
World History ▼	16	May 15, 2019 9:12 AM

Displaying 1 to 5 of 5 items
Show All
Edit Paging...

1. **Build Pool** – From the Build Pool option, you can add a name for the pool, and enter a description and instructions. Once you click **Submit**, you can create questions, find questions, and upload questions.
2. **Import Pool** – Import Pool adds an exported Pool to the existing set of Pools. In order for pools to be imported into Blackboard, they must be in the proper format.

3. **Import QTI 2.1 Package** – Question and Test Interoperability (QTI) 2.1 standard supports compatibility between questions and a course. Publishers develop material using QTI.
4. Respondus Quiz Maker is also an option.  
[Respondus Quiz Maker training document](#)

## Tests: Build, Import, and Edit



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

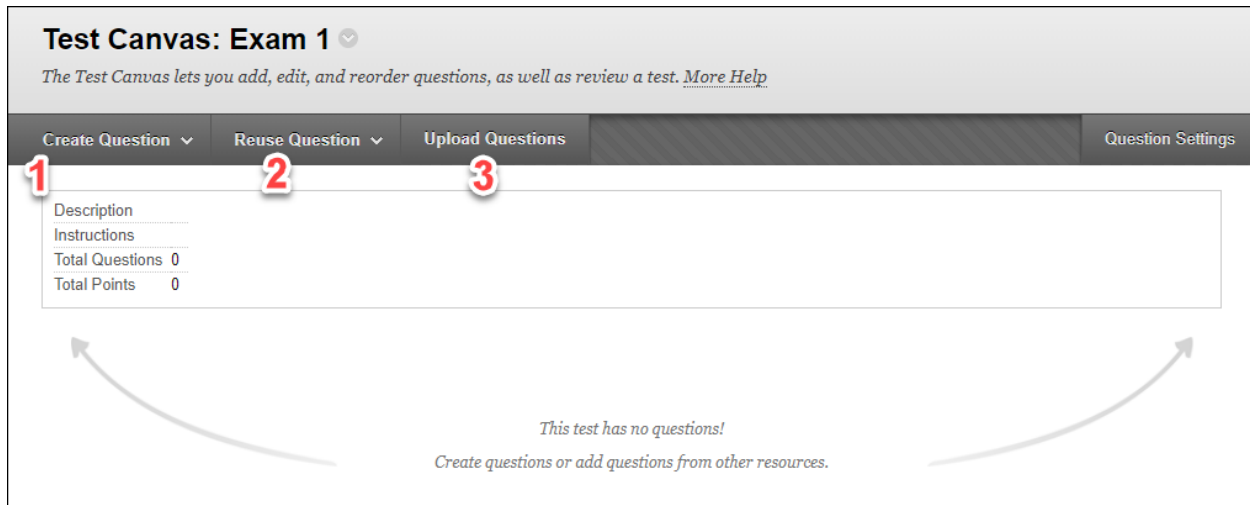
1 Build Test    Import Test 2


Name ▲	Deployed	Date Last E
Fun Question Type Quiz Group B (Remotely Proctored) ▼	Course Homepage	September
Fun Question Type Quiz- Requires Respondus LockDown Browser ▼	Tests 3	July 11, 201
Skills Assessment Inventory ▼	No	October 29,
Test Combine from Quizzes ▼	No	February 20
Test Example- Requires Respondus LockDown Browser ▼	Module 1: Practice	April 3, 202
Test the Respondus LockDown Browser ▼	No	July 11, 201

Displaying 1 to 6 of 6 items



1. **Build Tests** – To create a new test, click **Build Test**. From here you can add a title/name, description, and instructions. After you click **Submit**, you can create questions, reuse questions using question sets and random blocks, and search questions.
2. **Import Test** – Import Test allows you to import an exam from a file. In order for tests to be imported into Blackboard, they must be in the proper format.  
[Upload test questions](#)
3. **Edit** – You can edit the Test questions after you build or import the test.

## Add Questions to Tests



**Test Canvas: Exam 1** 

*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

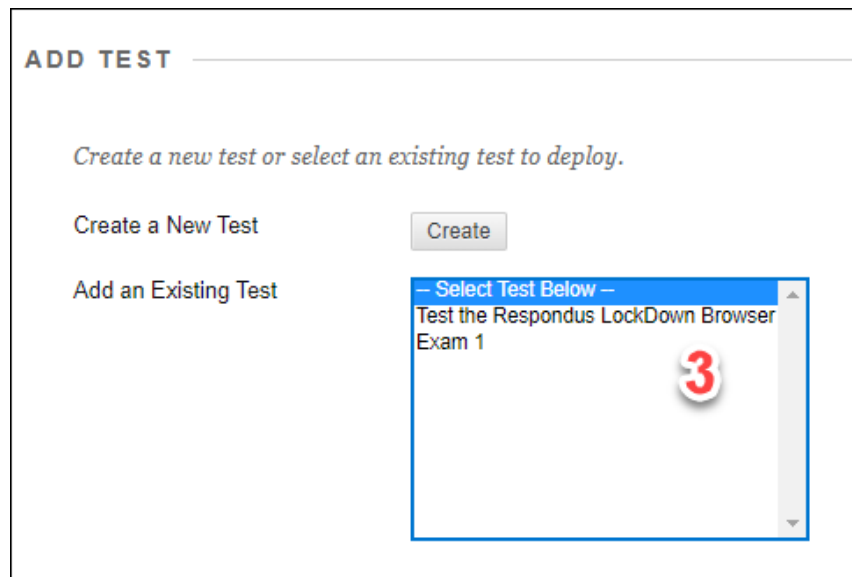
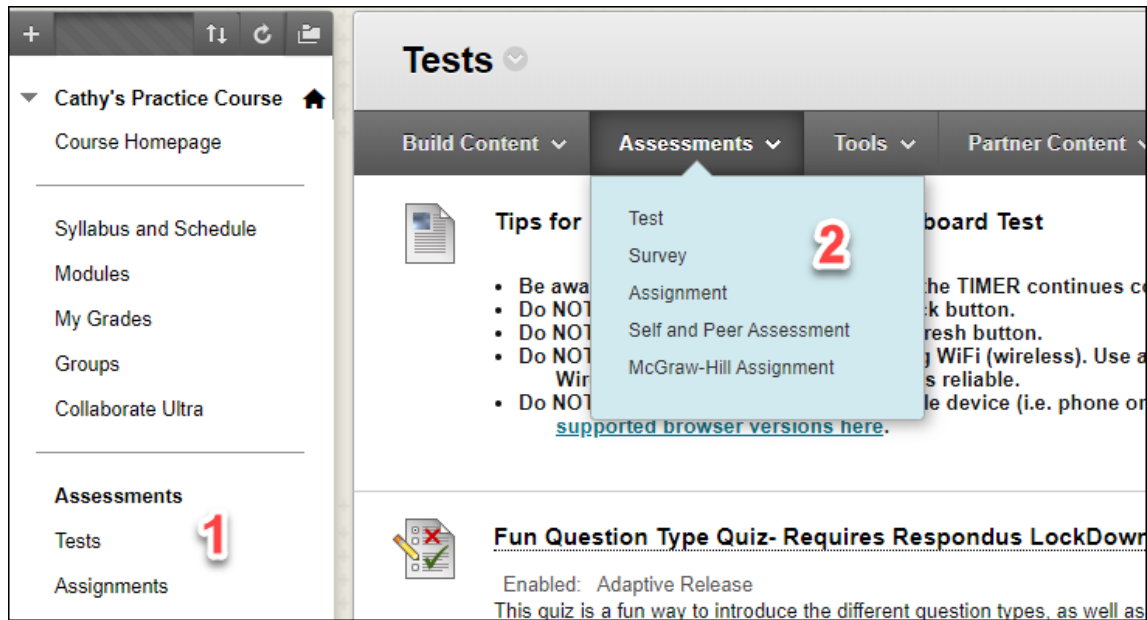
1 2 3

Description	
Instructions	
Total Questions	0
Total Points	0

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

1. **Create Question** – Create test questions. There are several question types to choose from, including multiple choice, essay, short answer, multiple answer, and matching.
2. **Reuse Question** – Use this option to add existing questions to the test. The following describes the three options available for reusing questions:
  - a. **Create Question Set** – A Question Set is a group of questions that is selected from a question pool. These questions can be individually selected, and the number of questions that are displayed to the student is selected from the total number of selected questions. These questions are selected randomly from the pool and are different for every student.
  - b. **Create Random Block** – Questions are randomly retrieved from the selected pool based on the question type and the number of questions available from a pool only. The instructor does not select specific questions.
  - c. **Find Questions** – Add individual questions by searching for them in the question pool.
3. **Upload Questions** – Questions can be uploaded, but they must be in a specific format. Once uploaded, questions can be edited and used like questions that have been authored in the system. [Upload questions](#)

## Deploy Tests in the Course



1. **Content Area for the Test** – Create a Content Area for the test to be deployed to. Tests can be created and linked in any content folder in your course.
2. **Assessments Tab** – The Assessments tab allows the test to be linked from Tests, Surveys, and Pools. The test can also be created from here.
3. **Deploy the Test** – Select a test that has been created in Tests and click **Submit**. Once a test has been deployed, the option to change the test option settings will be displayed.

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## Test Options

1. On the **Test Options** page, enter or update the default settings for the following options:
  - **Test Information**
    - **Name** of the test
    - **Content Link Description** – This text will appear below the link to the test.
    - Options to show the test description and/or instructions to students before they begin the test, and to open the test in a new window.
  - **Test Availability**
    - **Make available to students** – The **Yes** radio button must be selected, or students cannot access the test regardless of current Display After and Display Until dates and/or a Test Availability Exception.
    - **Multiple Attempts** – Select to allow more than one attempt for the test, and use the pulldown menu to select the option that will be used to score the attempt.
    - **Force Completion** – If this option is selected, the student can open the test just one time and must complete the test in one sitting. For more information, refer to the FAQ [Can students close and then re-open a test in my course? How does the Timer fit into this question?](#)
    - **Set Timer** – If this option is selected, you can limit students to a specific amount of time to take the test. For more information, refer to the FAQ [Can students close and then re-open a test in my course? How does the Timer fit into this question?](#)
    - **Display After and Display Until** date/time – Set these dates/times if you want to control the dates and times that students can access the test.
  - **Test Availability Exceptions** – This option allows you to accommodate students who need extra time for exams and/or need to take a makeup test. For more information, refer to [Test Availability Exceptions](#).
  - **Due Date** – Set a Due Date if you want students to complete the test by a specific date/time.
  - **Self-Assessment Options**
    - **Include this test in Grade Center score calculation** – Default setting
    - **Hide results for this test completely from the instructor and the Grade Center** – This option is **not** recommended. If you select the option, **it cannot be reversed** at a later time without deleting all attempts.
  - **Show Test Results and Feedback to Students** – Use the pulldown menu and checkboxes to select the feedback options you want students to see for the test.
2. Click **Submit** to save the Test Options.