Creating Ultra Tests

Topic Overview

The Test tool allows students to take online tests and have some of the questions automatically graded for instructors.
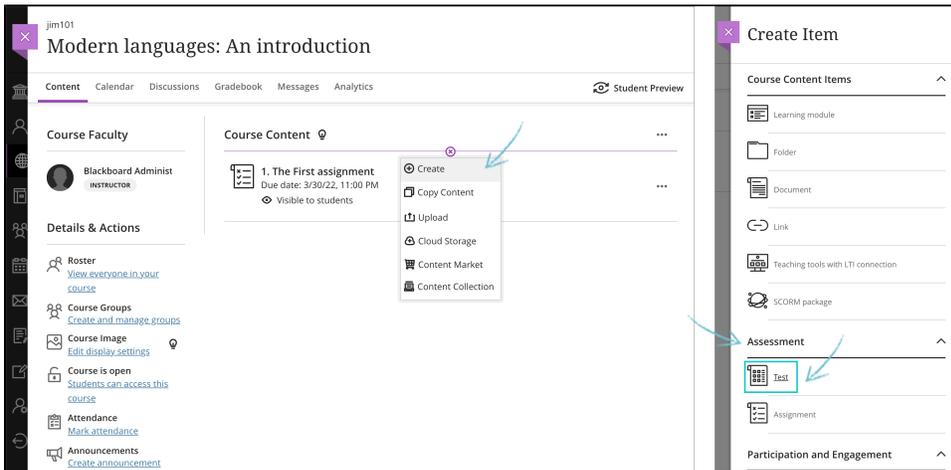
> ⓘ When an instructor creates a Blackboard Test, a column for that test is automatically created in the Gradebook.

Steps

1. On the Course Content page, **select the plus sign wherever you want to add a test**. In the menu, **select Create to open the Create Item panel and select Test** . The New Test page opens.

   You can also expand or create a folder and add a test.

   When you create a test, a gradebook item is created automatically.

2. Provide a descriptive title.
3. Add text, files, and questions . **Select the plus sign to open the menu and make a selection.** You can add files and text, such as instructions for the test. You can also add files from cloud storage.
4. **Show or hide the test .** You can make the test visible or hidden from students. Alternatively, you can set release conditions for the test for the whole class, groups, or individuals based on date/time or a student's performance on a previously graded item.

5. Test settings.

Modern languages: An introduction

Weekly test: Research Methods ✏️

Hidden from students ▼

- 👁 Visible to students
- ◎ Hidden from students
- 🔒 Release conditions

Content and Settings   (0) Submissions →

Use this space to build your test.
You can save your changes along the way.
Just close the test when you're finished.

☑ Allow stude...

Students can add...

- ⊕ Add question pool
- ⊕ Add Calculated Formula question
- ⊕ Add Calculated Numeric question
- ⊕ Add Essay question
- ⊕ Add Fill in the Blank question
- ⊕ Add Matching question
- ⊕ Add Multiple Choice question
- ⊕ Add True/False question
- ⊕ Reuse questions
- 🔤 Add text
- 🗎 Add local file
- ⬆ Add file from Cloud Storage

Test Settings ⚙️

📅 **Due date**
4/1/22, 12:00 AM (UTC-5)

🗎 **Grade category**
Test

📋 **Grading**
Points | 100 maximum points
Post grades automatically when assessment is graded. Change grade posting setting.

☑ **Attempts allowed**
1 attempt

Weekly test: Research Methods

Test Settings ✕

Details & Information

Due date

4/1/22   🗓   12:00 AM   🕐

☐ Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

☐ Display one question at a time
Disabled until you add questions

☐ Randomize questions
Disabled until you add questions

☐ Randomize answers
Disabled until you add questions

☐ Collect submissions offline

Grading & Submissions

Grade category
Test ▼

Attempts allowed
1 ▼

Grade using
Points ▼

Maximum points
100

Anonymous grading
☐ Hide student names

Evaluation options
☐ 2 graders per student
☐ Peer review

Assessment grade
☑ Post assessment grades automatically NEW
Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Assessment results
You can edit these settings after you add questions

👁 **Submission View**   NEW

📋 **Automated Question Feedback**

📊 **Question Scores**

✓ **Correct Answers**

Assessment security

⋮⋮⋮ **Access code**
Add access code

Additional Tools

⏳ **Time limit**
Add time limit

▦ **Use grading rubric**
Add grading rubric

🏆 **Goals & standards**
Align with goals

👥 **Assigned groups**
Assign to groups

Description

Type an optional description

Cancel   Save

Add questions and more. Select the plus sign to open the menu and make a selection. You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can also add files and text, such as instructions for the test. You can also add files from cloud storage, such as OneDrive® and Google Drive™. You can't enable parallel grading on a test with questions.

Add additional content. Once you've added a question to a test, you can choose if you want students to add additional content, like text, supporting files or attachments. By default, this feature is turned on for your test. Toggle this feature off if you don't want students to add additional content.

Show or hide the test. Students can't see a test until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the *Course Content* page, students can see when you set the test to show.

Apply test settings. Select the *Settings* icon to open the panel where you provide the test's details and information.

Provide a due date. Due dates appear on the calendar and in the activity stream. Late submissions appear with a *Late* label in the course gradebook. Encourage students to review what's due now and what's ahead so they can ask questions as soon as possible.

Prohibit late submissions: Enforce a hard deadline and prevent a late submission. In-progress and saved attempts will auto-submit at the due date. Students will receive a submission receipt email. Specified accommodations are still honored.

If students have submitted attempts, you cannot change the due date to a date in the past. If the due date has passed, you can't select the Prohibit late submission setting.

Prohibit new attempts after due date: Prevent students from beginning a new attempt after the due date.

View accommodations. You can set accommodations for students and make them exempt from certain course requirements, such as test due dates and time limits. To select accommodations, go to the *Roster* and access the student's menu. The number of accommodations you've made appears on the test page in the *Test Settings* section.

Add a time limit. A time limit can keep students on track and focused on the test because each person has a limited amount of time to submit. The test attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you can't add a time limit to group tests.

Allow class conversations. If you allow class conversations, students can discuss the test with you and their classmates while the test is available. Students can contribute to the conversation before, during, and after the test. As the conversation develops, it appears only with the relevant test.

Collect submissions offline. You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.

Randomize questions and answers. You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so tests appear differently for each student. You can't randomize questions in a test with text blocks or attachments.

You can only randomize answers for Matching and Multiple Choice questions. If you want to randomize answers for True/False questions, use the Multiple Choice question type with True and False answer choices.

Questions appear in order to you but are randomized for students. To prevent confusion, don't add numbers to reference other questions within the test.

Change the grade category. You can change the test's grade category to be part of one of the custom gradebook categories you set up in your course. You can create new categories to customize how coursework is grouped in your course. You can use the default and custom categories when you set up the overall grade.

Determine the number of attempts. You can let your students submit more than one attempt at a test. When you allow multiple attempts, you can also choose how the final grade is calculated. At this time, you can't allow multiple attempts on a group test.

Select the grading schema. From the *Grade using* menu, select an existing grading schema such as *Points*. A test's score consists of the sum total of all the questions' points. You can change the grading schema at any time and the change will show to students and in your gradebook.

Enable anonymous grading. When you create a test without questions, you can enable anonymous grading so student names are hidden while you grade. You may only add text and files to anonymously graded tests.

Show assessment results. Select the *Show correct answers* check box to allow students to see the correct answers to automatically scored questions after they submit.

Enable automated feedback. Provide feedback to students that's released automatically based on your settings.

Add an access code. You can issue an access code to control when students and groups take a test. At this time, access codes are generated randomly by the system. You can't customize the access codes.

Enable parallel grading. You can enable parallel grading and assign graders when you create a test **without questions**. You can also enable parallel grading even after students make submissions. The system randomly assigns graders you choose so each student has two graders for the test. The grading workload is distributed evenly among the graders. Graders can only open the submissions for the students assigned to them. Instructors or reconcilers determine the final grades for students.

Add a rubric. Rubrics can help you evaluate student submissions based on key criteria that you define. In *Test Settings*, you can create a new rubric or associate a rubric that you've already created in your course. At this time, you can only add a rubric to a test without questions.

Add goals and standards. You can align a test to one or multiple goals. You and your institution can use goals to measure student achievement across programs and curriculums. You can also align individual test questions to goals.

Add an optional description. The description appears with the test title on the *Course Content* page. You can ask students to upload files to the end of their tests. For example, you might ask them to provide citations for essay questions, include lab work, or prepare content ahead of the test.

Sources and Relevant Links

Create and Edit Tests