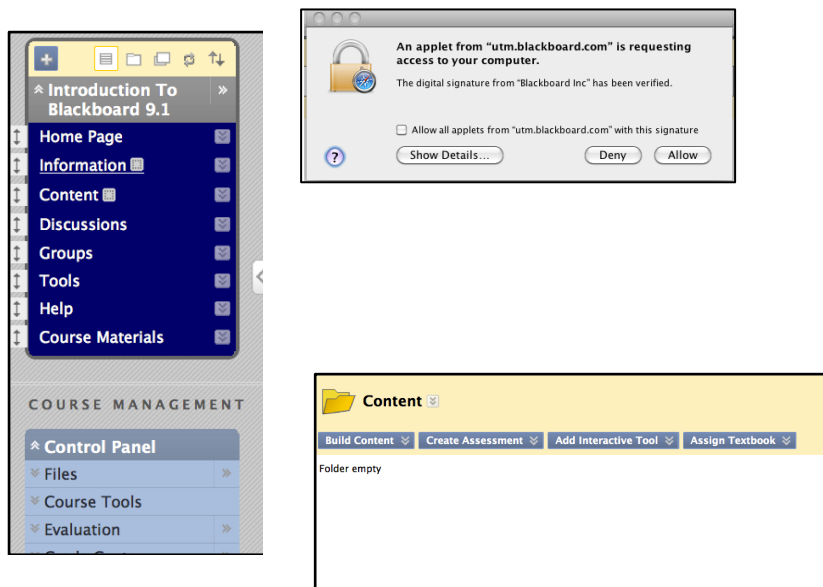


BLACKBOARD 9.1: INTRODUCTION TO ASSESSMENT MANAGER

TESTS

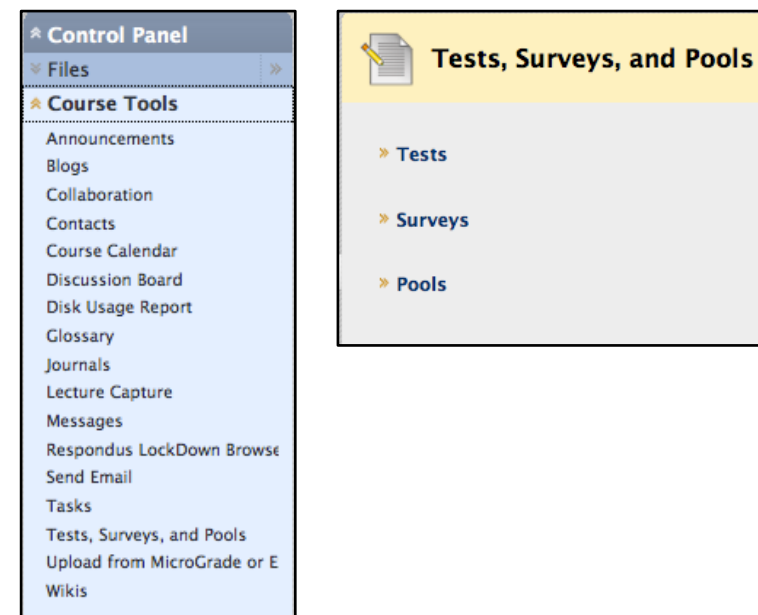
A Test may be created, edited, and deployed *in a content area*. All Tests reside permanently in the Course Tools/Tests, Surveys and Pools area of the Control Panel. In the Tests area, all tests are listed, with area Deployed and Date Last Edited.

In the content Area:



1. On the course Menu, open desired Content Area in which assessment will be deployed. Allow any applets messages that display. A screen with four tabs appears: Build Content, Create Assessment, Add Interactive Tool, Assign Textbook.

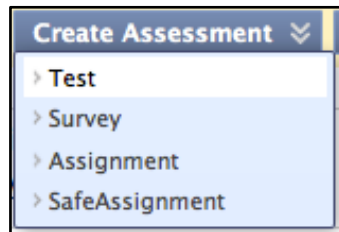
In the Course Tools/Tests, Surveys, Pools:



1. Open Control Panel/Course Tools/ Tests, Surveys, and Pools to choose between Test, Surveys, or Pools.

In the content Area:

2. Click on Create Assessment and choose Test.



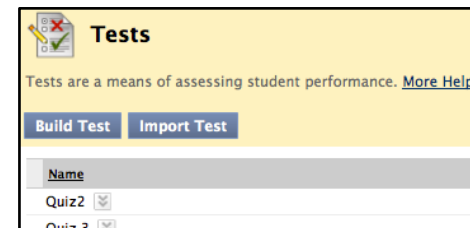
On the Create Test page, select Create a New Test (Create button) or Add test (Select Test Below to choose from list of existing tests) and Submit.



In the Course Tools/Tests, Surveys, Pools:

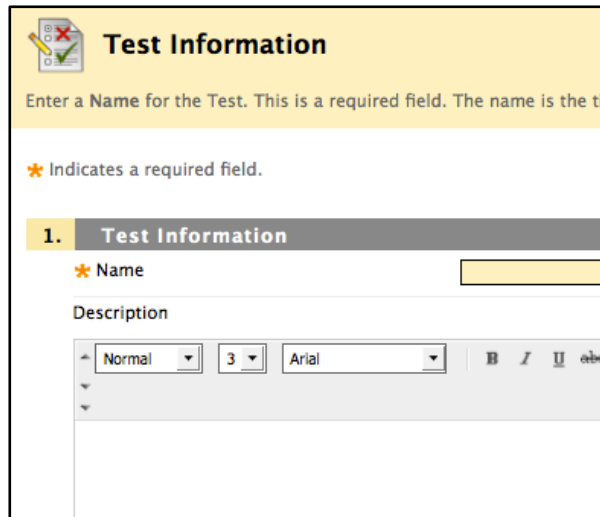
2. Select Test; the Tests page will display: Note that you must Build Test, or Import Test, or choose to Edit, Export, Copy or Delete an existing Test. This list of tests is the list from which tests in the content area's Create Test/Add test are selected.

Choose Build Test.



In the content Area:

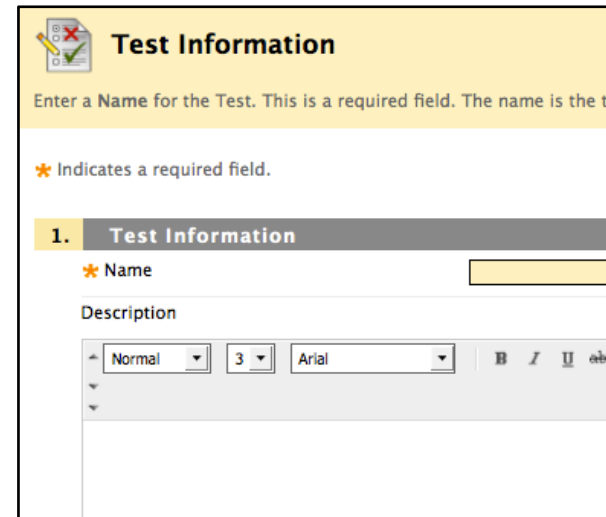
3. When you select Create a new test, the Test Information page appears. Fill in the information and Submit.



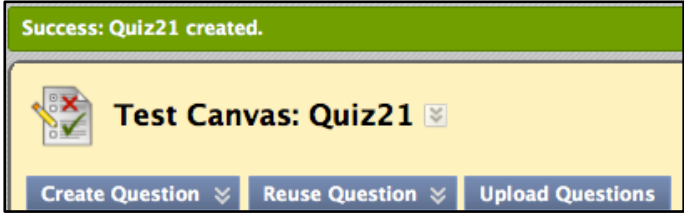
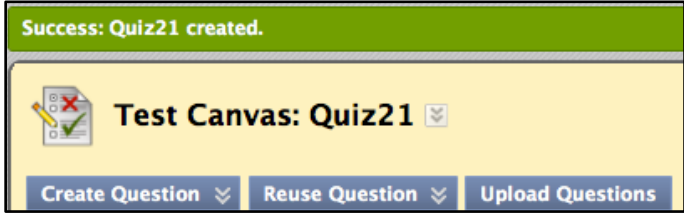
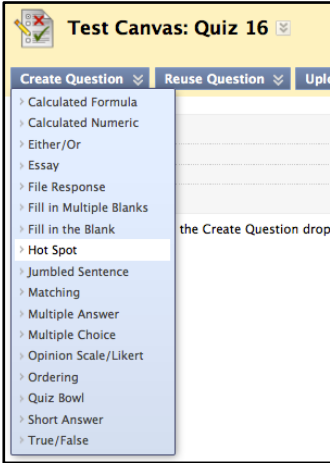
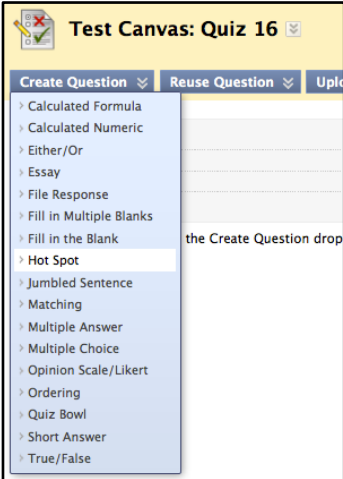
The screenshot shows a web form titled "Test Information" with a yellow header. Below the header is a yellow instruction bar: "Enter a Name for the Test. This is a required field. The name is the title of the test." Below this is a legend: "* Indicates a required field." The form is divided into a section labeled "1. Test Information" with a grey background. It contains a required "Name" field (highlighted in yellow), a "Description" field with a rich text editor toolbar (including "Normal", "3", "Arial", "B", "I", "U", "e"), and a "Cancel" button (yellow) and a "Submit" button (blue).

In the Course Tools/Tests, Surveys, Pools:

3. When you choose Build Test, the Test Information page appears. Fill in the information and Submit.

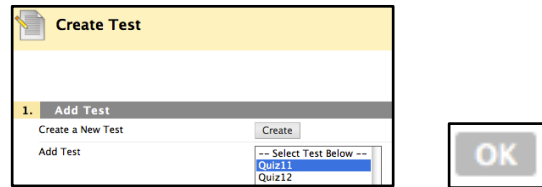


The screenshot shows a web form titled "Test Information" with a yellow header. Below the header is a yellow instruction bar: "Enter a Name for the Test. This is a required field. The name is the title of the test." Below this is a legend: "* Indicates a required field." The form is divided into a section labeled "1. Test Information" with a grey background. It contains a required "Name" field (highlighted in yellow), a "Description" field with a rich text editor toolbar (including "Normal", "3", "Arial", "B", "I", "U", "e"), and a "Cancel" button (yellow) and a "Submit" button (blue).

In the content Area:	In the Course Tools/Tests, Surveys, Pools:
<p>4. The Test Canvas appears with a notice, Success: quiz created. Choose to Create, Reuse, or Upload Questions. To add pool questions, choose Reuse Questions and refer to the end of this handout.</p> 	<p>4. The Test Canvas appears with a notice, Success: quiz created. Choose to Create, Reuse, or Upload Questions. To add pool questions, choose Reuse Questions and refer to the end of this handout.</p> 
<p>5. Choose Create Question and select the type of question desired. You may continue to add questions.</p> 	<p>5. Choose Create Question and select the type of question desired. You may continue to add questions.</p> 

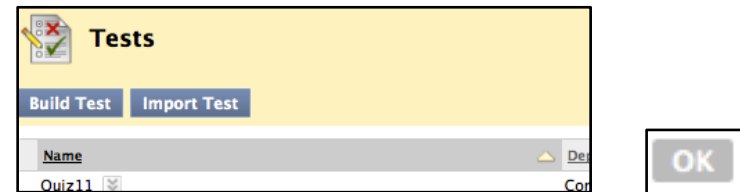
In the content Area:

6. You can continue to add questions or click OK to return to the Create Test page to deploy the test. In the list under Select Test Below, Add Test to deploy in content area and Submit. The Test Options page will open once a test is deployed.

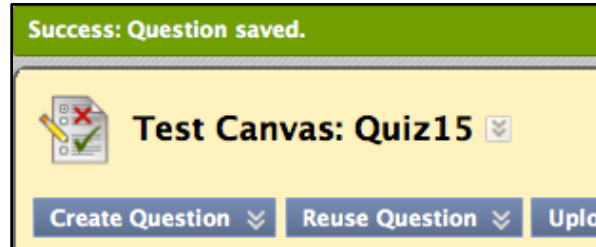


In the Course Tools/Tests, Surveys, Pools:

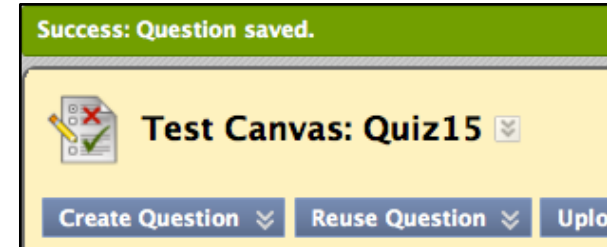
6. Or you may click OK to return to the Tests page and the list of all tests.



7. Create the question and Submit. The Test Canvas appears, with the Success: Question saved message.



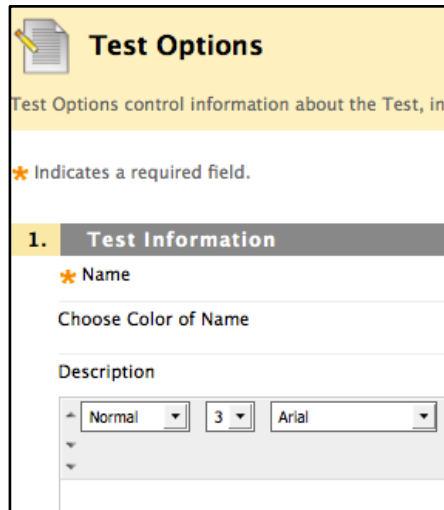
7. Create the question and Submit. The Test Canvas appears, with the Success: Question saved message.



You can continue to add questions, or click OK to return to the Tests page with the list of tests. Test Options can only be edited from within the deployed test in the content area.

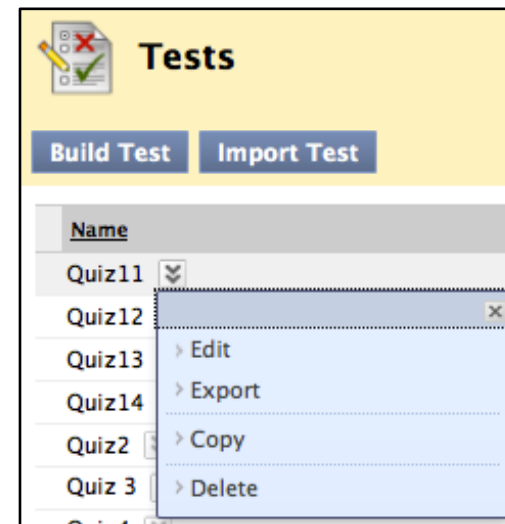
In the content Area:

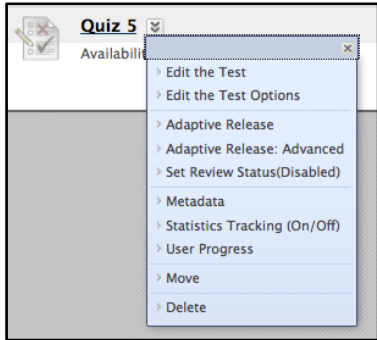
8. Likewise, to Add Test to begin with, highlight the chosen existing test and click Submit to deploy the test. The Test Options page appears. Test Options include: Test Information, Test Availability, Due Date, Self-Assessment Options, Test Feedback, and Test Presentation. Complete the settings and Submit. You are returned to the Create Test page.



In the Course Tools/Tests, Surveys, Pools:

8. If you choose to Edit an existing Test, select Edit from the drop-down list beside the test name. The Test Canvas of the designated test appears and you can choose to add questions. Clicking on OK returns to the list of Tests in Tests, Surveys and Pools.



In the content Area:	In the Course Tools/Tests, Surveys, Pools:
<p>9. You can choose to edit any deployed test by clicking on the drop-down list beside the deployed test. When choosing to edit an existing test, note the options in the drop down list beside the existing test: Edit the Test, Edit the Test Options, Adaptive Release, Adaptive Release Advanced, Set Review Status, Metadata, Statistics Tracking, User Progress, Move, Delete.</p> 	<p>9. Thus the given test has been edited and stored. To change Test Options, you must access the Test from the content area where it was initially created or added (deployed).</p> <p>The test is now in the content area where it will be visible to students. A column has been entered into the Grade Center if that option was selected.</p>



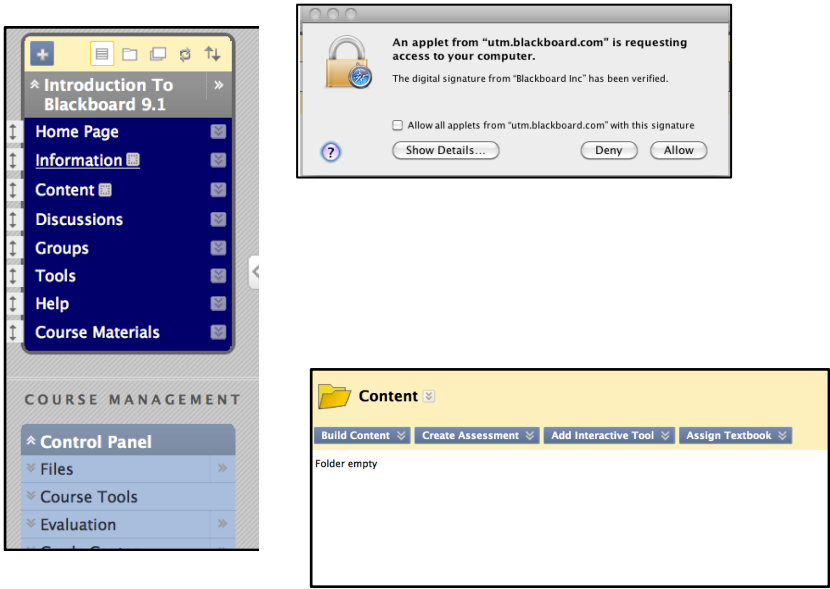
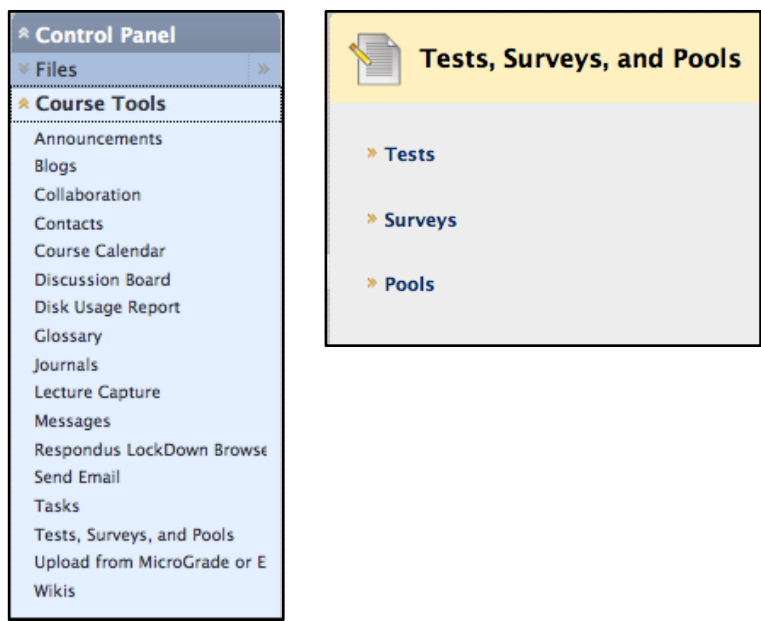
Note that the icon is no longer grayed out when a test is available.

For additional tutorials on Reusing Questions, Uploading Questions, Survey, Assignment, Safe Assignment, and the different kinds of questions to create, please consult the ITC web page at <http://www.utm.edu/departments/itc/training.php> and <http://ondemand.blackboard.com/assess.htm>.

NOTE: the following information was updated on March 29, 2011 - A Test generator by BYU is found at: <http://www.byui.edu/ats/testgen.htm>. (Some of the illustrations in the directions are out of date, but understandable.)

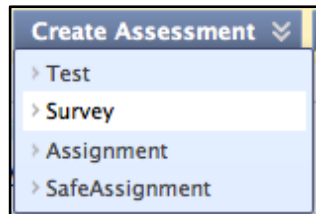
SURVEYS

As with Test, Surveys may be created, edited and deployed *in a content area*. All Surveys reside permanently in the Course Tools/Tests, Surveys and Pools area of the Control Panel. In Surveys, all surveys are listed, with area Deployed and Date Last Edited.

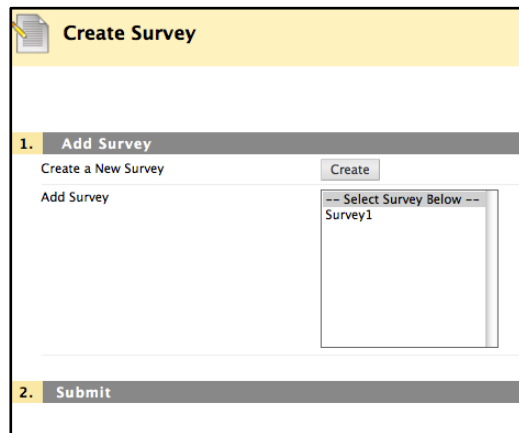
In the content Area:	In the Course Tools/Tests, Surveys, Pools:
 <p>The left screenshot shows the course menu with 'Content' selected. The right screenshot shows a security warning dialog box and the 'Content' area with tabs for 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'.</p>	 <p>The left screenshot shows the 'Control Panel' with 'Course Tools' expanded. The right screenshot shows the 'Tests, Surveys, and Pools' area with sub-options for 'Tests', 'Surveys', and 'Pools'.</p>
<ol style="list-style-type: none"> 1. On the course Menu, open desired Content Area in which assessment will be deployed. Allow any applets messages that display. A screen with four tabs appears: Build Content, Create Assessment, Add Interactive Tool, Assign Textbook. 	<ol style="list-style-type: none"> 3. Open Control Panel/Course Tools/ Tests, Surveys, and Pools to choose between Test, Surveys, or Pools.

In the content Area:

2. Click on Create Assessment and choose Survey.



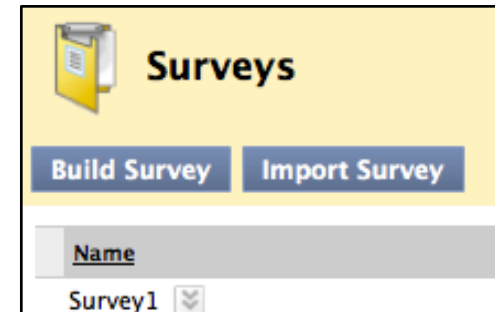
On the Create Survey page, select Create a New Survey (Create button) or Add survey (Select Survey Below to choose from list of existing surveys) and Submit. Only undeployed surveys are seen.

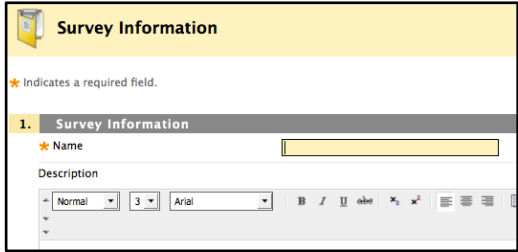
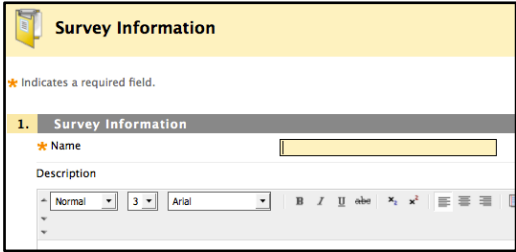
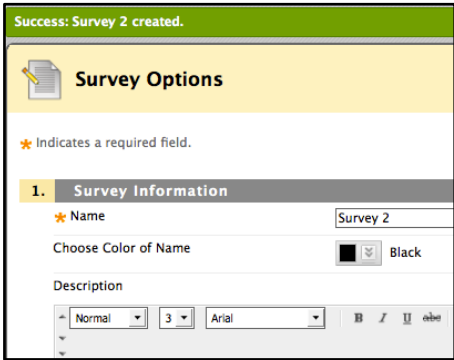
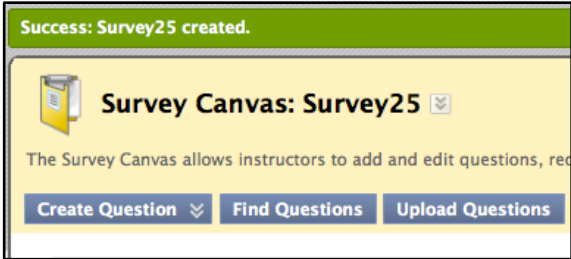


In the Course Tools/Tests, Surveys, Pools:

2. Select Survey; the Surveys page will display: Note that you must Build Survey, or Import Survey, or choose to Edit, Export, Copy or Delete an existing Survey. This list of surveys is the same list from which you Add Survey in the content area. (All Surveys are seen on this page.)

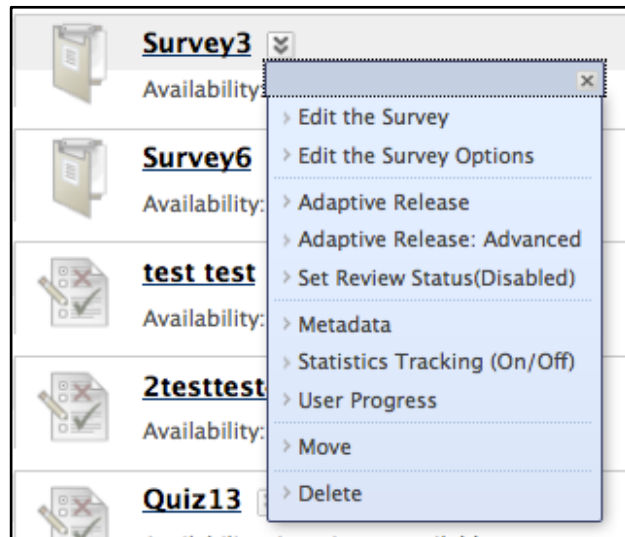
Choose Build Survey.



In the content Area:	In the Course Tools/Tests, Surveys, Pools:
<p>3. Survey Information appears. Fill in the information and Submit.</p>  <p>The screenshot shows a 'Survey Information' form with a yellow header. Below the header, there is a note: '* Indicates a required field.' The form has a section titled '1. Survey Information' containing a required 'Name' field (empty), a 'Description' field with a rich text editor (showing 'Normal', '3', 'Arial' and icons for bold, italic, underline, link, unlink, list, and indent), and a 'Submit' button.</p>	<p>3. Survey Information appears. Fill in the information and Submit.</p>  <p>This screenshot is identical to the one in the content area, showing the 'Survey Information' form with the 'Name' and 'Description' fields.</p>
<p>4. Survey Options include Name, Availability, Due Date, Self-Assessment Options, Survey Feedback Survey Presentation, and Submit.</p>  <p>The screenshot shows a 'Success: Survey 2 created.' message at the top. Below it is the 'Survey Options' form. The '1. Survey Information' section is filled out: 'Name' is 'Survey 2', 'Choose Color of Name' is set to 'Black', and the 'Description' field is empty. A 'Submit' button is visible at the bottom.</p> <p>Submit and return to the content area.</p>	<p>4. Survey Canvas appears with a Success: Survey created message.</p>  <p>The screenshot shows a 'Success: Survey25 created.' message at the top. Below it is the 'Survey Canvas: Survey25' interface. It includes a description: 'The Survey Canvas allows instructors to add and edit questions, re...' and three buttons: 'Create Question', 'Find Questions', and 'Upload Questions'.</p> <p>You can continue to add questions, or click OK to return to the Surveys page with the list of Surveys. Survey Options can only be edited from within the deployed survey in the content area.</p>

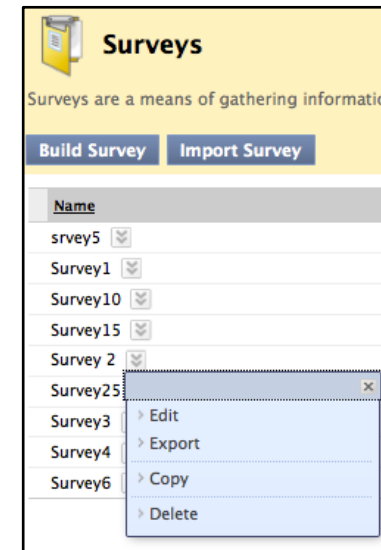
In the content Area:

5. From the content areas, you can choose to edit any deployed survey.



In the Course Tools/Tests, Surveys, Pools:

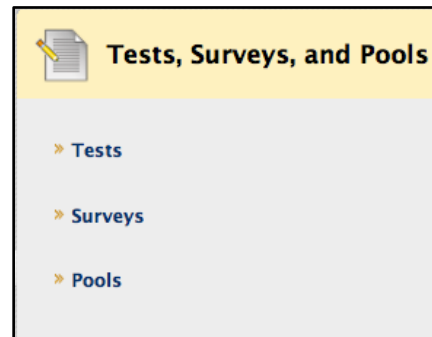
5. From the Tests, Surveys and Pools/Surveys page, you can Edit, Export, Copy or Delete any Survey.



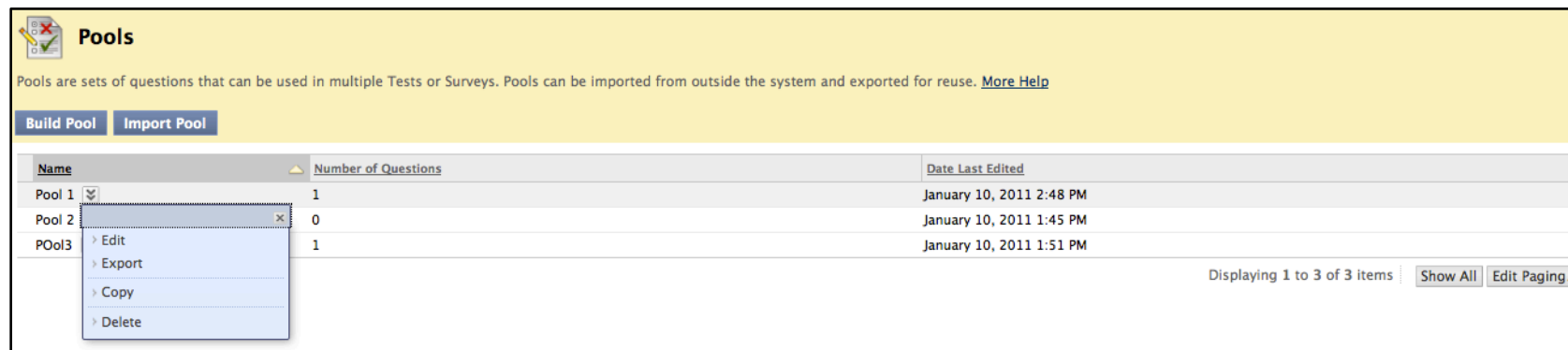
POOLS

Pools are created from Course Tools/Tests, Surveys and Pools.

1. Select Pools from the Tests, Surveys, and Pools screen.



2. Either Build Pool or select an existing pool to edit.



The screenshot shows the "Pools" management interface. At the top, there is a yellow header bar with a document icon and the text "Pools". Below the header, there is a description: "Pools are sets of questions that can be used in multiple Tests or Surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)".

Below the description, there are two buttons: "Build Pool" and "Import Pool".

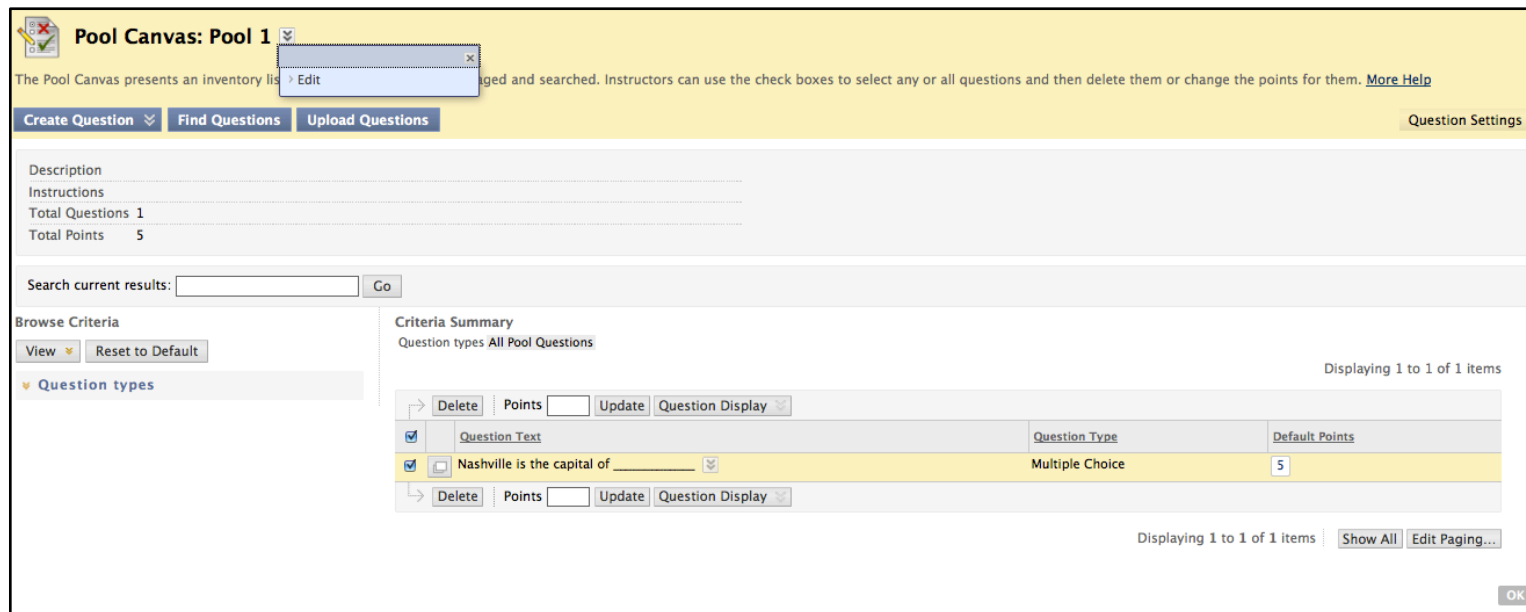
The main content area contains a table with the following columns: "Name", "Number of Questions", and "Date Last Edited".

Name	Number of Questions	Date Last Edited
Pool 1	1	January 10, 2011 2:48 PM
Pool 2	0	January 10, 2011 1:45 PM
POol3	1	January 10, 2011 1:51 PM

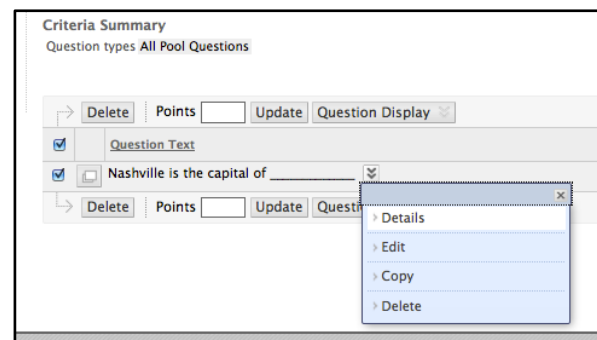
A context menu is open over the "POol3" row, showing the following options: "Edit", "Export", "Copy", and "Delete".

At the bottom right of the table, there is a pagination control: "Displaying 1 to 3 of 3 items" with buttons for "Show All" and "Edit Paging...".

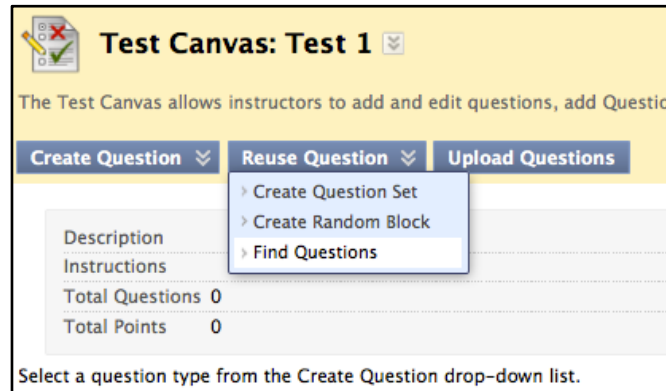
- The Pool Canvas appears. You may Edit Pool Canvas (at top of screen in drop-down box), Create Questions, Find Questions, and Upload Questions. If editing an existing pool, you may adjust the Criteria Summary: Delete, Add Points, Question Display and set the Default Points. You may change the order of questions, and change Question Settings (at upper right).



- In the drop-down box beside each question header, you can Preview (Details), Edit, Copy or Delete.



5. To use pool questions in building a test, choose Reuse Questions and Find Questions on the Test Canvas.



6. A Find Questions box will display. Use Criteria to locate the desired questions to add to the test by checking in the box beside each question. Click Submit to finish.

