

Blackboard Focus on Feature: Test and Pool Manager

What Is the Test Manager?

The Blackboard Test Manager creates and organizes quizzes and tests. The purpose of the Test Manager is to provide a way for instructors to test the knowledge and skill level of the students enrolled in the course.

Creating a Test

Follow these steps to create a test:

1. First, open course Control Panel
2. At the Control Panel, locate the Assessment area and then click on Test Manager link
3. The Test Manager page will appear. Click the Add Test button. This will open the Test Info page.
4. Enter test name, description, and instructions. Then click the Submit button.
5. The Test Canvas page appears. Chose a question type from the Add drop-down menu, then click the GO button.

Available Question Types Description

True/False Selected answer is either True or False.

Multiple Choice Selected answer is chosen from an answer choice list. The answer choice list can contain up to 20 possible answers.

Multiple Answer Two or more answers must be selected for answer to be correct.

Partial credit is not given. Instructors must make scoring adjustments.

Ordering Put answer items in order. Partial credit given.

Matching Match criteria to answer item. Partial credit given.

Fill-in-the-Blank Student answers are typed in. Answers are not case-sensitive. When providing possible correct answers consider common spelling errors and abbreviations.

Essay Student answers are typed in. Graded by instructor.

6. The Add/Modify...Question page appears. Enter question text, point value, correct answer, and feedback. Click the Submit button. Repeat this process until all questions have been added.
7. Once all questions have been added, click the Submit button to return to the Control Panel.

Making Test Available

Once a test is created in the Test Manager, students must be provided with a link to complete the test. This is done by making the test available or deploying it to them a content area.

Follow these steps to make test available to students:

1. At the course Control Panel, locate the Content Areas section and then click on the Content Area you would like to make the test available
2. Click the Add Test button
3. The Add Test page appears. Select the test to add from the Add Test list.
4. Click Submit button. The Test Added page appears letting you know it was successfully added, click the OK button.
5. The Modify Test page appears. Click the Modify the test options link.
6. The Test options page appears. Select desired options for Test Availability, Test Feedback, and Test Presentation.
7. Once options are set, click the Submit button to apply changes.
8. The Test Options Modified page appears letting you know the options were successfully modified. Click the OK button.

What Is the Pool Manager?

The Pool Manager allows instructors to store questions for repeated use. Pools are course specific although they can be exported and then imported into additional courses.

Creating a Question Pool

Follow these steps to create a question pool:

1. First, open course Control Panel
2. At the Control Panel, locate the Assessment area and then click on Pool Manager link
3. The Pool Manger page will appear. Click the Add Pool button. This will open the Pool Info page.
4. Enter pool name, description, and instructions. Then click the Submit button.
5. The Pool Canvas page appears. Add questions to the pool as you would for a test.
6. Once all questions have been added, click the Submit button to return to the Pool Manager.
7. Click the OK button to return to the Control Panel.

Adding Questions from Pools

Follow these steps to add questions from a pool to a test:

1. First open the course Control Panel
2. At the Control Panel, located the Assessment are and then click on the Test Manager link
3. The Test Manager page will appear. Click the Add Test button. This will open the Test Info page.
4. Enter test name, description, and instructions. Then click the Submit button.
5. The Test Canvas page appears. Click the Creation Settings link and set the default point value for questions. Then, click the Submit button.
6. You return to the Test Canvas page. From the Add drop-down menu choose From Question Pool or Assessment and then, click the GO button.
7. At the Search Pools and Assessment page. Select pool and question types to search for and click the Search button.
8. Select the checkbox next to the questions you would like to include in the test and then click the Submit button.
9. You return to the Test Canvas Page. Review test and make sure there are no last minute adjustments.
10. At this point you can return to the Control Panel and make test available to students. To do this follow steps under Making Test Available.

Creating Randomized Question Tests

Instructors have the ability to randomize questions so each student does not receive the exact same test. Randomized question tests can be setup in one of two ways. Option 1, tests include all the same questions, but not in the same order. Option 2, tests include the same number of questions, but every student receives a different set of questions.

Follow these steps to add create a randomized question test:

1. First open the course Control Panel
2. At the Control Panel, located the Assessment are and then click on the Test Manager link
3. The Test Manager page will appear. Click the Add Test button. This will open the Test Info page.
4. Enter test name, description, and instructions. Then click the Submit button.
5. The Test Canvas page appears. Click the Creation Settings link and set the default point value for questions. Then, click the Submit button.
6. You return to the Test Canvas page. From the Add drop-down menu choose Random Block and then, click the GO button.
7. At the Add/Modify Random Block page, select pool and question types to import.
8. Enter number of questions to import and points per question. Then, click the Import button.
9. Click the OK button to return to the Test Manager page.