Table of Contents

Table of Contents 1
Tests, Surveys and Question Pools 2
- Automatic Regrading 3
- Blackboard Testing Tips 4
- Create a Random Block and Add to a Test 5
- Creating a Quiz Bowl Question 6
- Creating a Calculated Formula Question 7
- Creating a Calculated Numeric Question 8
- Creating a Fill In the Blank Question 9
- Creating a Hot Spot Question 10
- Creating a Jumbled Sentence Question 11
- Creating a Multiple Answer Question 12
- Creating a Multiple Choice Question 13
- Creating a Matching Question 14
- Creating an Essay Question 15
- Creating an Opinion Scale/Likert Question 16
- Creating an Ordering Question 17
- Creating a Short Answer Question 18
- Creating a Test 19
- Creating Fill in Multiple Blanks Questions 20
- Creating True/False Questions 21
- Clear Student Attempt in Grade Center 22
- Converting Paper Tests and uploading into Blackboard 23
- Negative Points 24
- Question Finder 25
- Reading Survey Submissions 26
- Setting Test Options 27
- Uploading Test Questions from Microsoft Excel 28

Content on this page requires a newer version of Adobe Flash Player.

Blackboard Testing Tips

Content on this page requires a newer version of Adobe Flash Player.

The following link contains information from Blackboard about Quiz Bowl Questions: https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Question_Types/Quiz_Bowl_Questions

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

If a student began a submission (test or assignment) that only allows one submission, but was unable to complete it for some reason, the professor can clear the student's attempt so they can try again. Clearing the attempt allows the student to re-submit the test or assignment again within the availability period. If the availability period is over, there is also a method for creating exceptions depending on the type (assignment, test, etc.)

Note: Before clearing a Test attempt, please make sure to view the student's attempt details and verify the student and the attempt. The process is final and not reversible.

- Click on the Grade Center.
- Click on the Full Grade Center.
- Locate the attempt by finding the cell where the student row and the assignment column converge.
- Pull down the context menu from the chevron button at the right of the attempt within the cell.
- Click View Grade Details.
- Identify the attempt you want to clear.
- Click on the Clear Attempt button.

If this is an assessment (test), please make sure to click View Attempts button before you clear the student's attempt:

- Click on the arrows located before the Test Information to expand the details of the students attempt.
- Check the Start Date/time and Submitted Date/time.
- Click on the Clear Attempt button.
- Click on the OK button to delete the attempt.

The attempt will disappear from the screen, click on the Return to Grade Center button.

Here are two tool options that can help convert your paper test to BlackBoard ready files test import files.

1. https://ed.oc.edu/blackboardquizgenerator/ (Recommended)
2. https://resources.online.nwtc.edu/blackboard/test-generator/
    - Provides 2 instructional videos

The following link contains information from Blackboard about Uploading Questions

- https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Upload_Questions

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.

Content on this page requires a newer version of Adobe Flash Player.