

# Blackboard Quick Reference Guide

## Options When Building a Test or Survey

This guide goes beyond the “Creating and Deploying a Test” quick reference guide and describes options you can use when building tests or surveys. This guide also describes the completion status bar for students taking assessments.

### Options Which Affect the Whole Test

**Step 1:** Create (or edit) a test or survey.



You can use Test Manager (in the Control Panel) to edit a test.

**Step 2:** From the Test Canvas (or Survey Canvas) page, click [Creation Settings](#).

From here, you can select (or deselect) options, such as the following:

- Assign a default point score to all new questions
- Create individualized feedback for each answer (e.g., multiple choice)
- Allow students to attach a file or image to their answers



Not all question types can take advantage of these settings.

### Options Which Affect a Specific Question

**To use the question options:**

**Step 1:** Create (or edit) a test or survey.

**Step 2:** From the Test Canvas (or Survey Canvas) page, add a question or modify an existing one, and scroll down to see the new Options section:

**2 Options**

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering: None

Answer Orientation: Vertical

Allow Partial Credit:


Show Answers in Random Order:

- *Answer Numbering* – Arabic & Roman numerals, plus upper & lowercase letters
- *Answer Orientation* – display answers (multiple choice, etc.) either vertically or horizontally
- *Allow Partial Credit* – specify the percentage in the box below each incorrect answer in the Answers section
- *Show Answers in Random Order* – randomized for each attempt; used to inhibit student cheating



Not all question types have all of these options.

## Question Metadata Settings

 These settings can be disabled, using the **Test Creation Settings** link at the top of the Test Canvas page.

### To use metadata settings:

- Step 1:** Create (or edit) a test or survey.
- Step 2:** From the Test Canvas (or Survey Canvas) page, add a question or modify an existing one, and scroll down to see the Categories and Keywords section:



### To create metadata items (categories, levels of difficulty or learning objectives):


- Step 1:** Click **Modify** next to the desired metadata item.
- Step 2:** Click **Manage**.
- Step 3:** Click **Add**.
- Step 4:** Enter the text and click **Submit**. Then click **OK**.
- Step 5:** Repeat steps 2-4 to add additional items, then click **Submit** when finished.

### To include metadata items in the current test:

- Step 1:** Click **Modify** next to the desired metadata item.
- Step 2:** In the *Available* box, select the items and click the ► symbol to include those items in the current test or survey.
- Step 3:** Click **Submit**.

## Student Question Completion Status

When a student is taking a test or survey, a new bar can be displayed at the top of assessment window. This allows them to see at a glance the number of questions and to select a question out of order (skipped) and to know which ones have been completed and saved.

 You have the option of prohibiting backtracking.

- Step 1:** Click on the test name to open it (and click **OK** to confirm).
- Step 2:** Click the ▼ symbol to open the Question Completion Status bar.

**Step 3:** Click on a question number link to display that question.

**Step 4:** Answer the question, then click **Save**. In the **Status** bar, the question number now has a disk icon next to it, as in the following example:



Completed (& saved)