QUIZ/TEST ................................................................................................................................ 3
GROUP ASSIGNMENTS ......................................................................................................... 8
Instructors can use Blackboard’s assessment tools to test student knowledge, measure student progress and gather information from students. The tools enable you to create online tests using different question types such as multiple-choice, opinion scale, True/False or short answer. You can provide students with immediate feedback on tests and automatically grade (objective-type questions) and record student test scores directly in the Grade Center.

Test typically involves three steps:

1. create a test
2. add questions to the test
3. deploy the test to students

How to

Create a test in a content area

1. Be sure that you are in the content area where you want the test to be
2. Click on Assessments and select Test
3. You can reuse an existing test or add a new. In the case we add a new, so click on Create
4. Give the test a name, a description and instructions for students taking the test. Click Submit. Now you have created a test without questions.

Add question(s)

1. Click on Create Question and the question type you want (here Multiple Choice).

![Question creation interface]

2. Give the question a name and write the question text

   1. **Question**

   ![Question text input field]

   What does STILL stand for?

3. Select the options for the question

   2. **Options**

   ![Options settings]

   If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.
4. Type in the answers (you can select the number of answers, at least 4). Be sure to make reasonable wrong answers.

5. Enter feedback for each answer. Hint: If possible, explain why a wrong answer is wrong.

6. Click depending on the test being finished or you will like to add another question.

7. Click Deploy the test

1. From the list of existing tests, select the one you want to add. Now you will be able to configure how the deployment of this test will be
2. If you want the instruction, you wrote for the test to be visible to the students in this deployment, remember to click *Show Instructions*...

3. Set the test availability, decide if the students can answer multiple times, if there is a limited time to complete the test and if it must be completed once started

4. If the test is mandatory, set a due date

5. If you want the test to be part of a calculated grade in grade center, select it.
6. Select how and when to give feedback to the students

6. **Show Test Results and Feedback to Students**

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on answers, and feedback for each question.

<table>
<thead>
<tr>
<th>When</th>
<th>Score per Question</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Submission</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

- All Answers ✓ Correct ☐ Submitted

7. Select how the test will be presented to the students

7. **Test Presentation**

- **All at Once**
  Present the entire test on one screen.

- **One at a Time**
  Present one question at a time.

- **Prohibit Backtracking**
  Prevent changing the answer to a question that has already been submitted.

- **Randomise Questions**
  Randomise questions for each test attempt.

8. And - finally - the test is included in the content area

**pH calculations**

You will be tested in ...
GROUP ASSIGNMENTS

To set a group assignment you need to create groups in Blackboard.

How to

1. Click on Users and Groups and then Groups in the Course Management menu

2. Click Create and select the type of group: a single group or a set of groups, and select whether the students should be able to select groups themselves (Self-Enrol), whether you want to divide students into groups (Manual Enrol), or if the students should be divided randomly (Random Enrol)

When creating Group Sets you can specify how many students you want in each group, and how many groups you wish to create. If you choose to distribute students at random, you can only select either the total number of groups or the maximum number of students per group.

3. Name and select which tools should be available in the groups.

4. Click Submit

After you have set up the groups, you can create the group assignment.

How to

1. Select Assessment in the grey menu

2. Below Assessment select Assignment

3. Now the Create Assignment page will appear with a number of items that need to be filled in. Elements marked with an asterisk are obligatory

4. Name the assignment and describe it

5. You can also attach files

6. Below Due Dates you can set the deadline

7. Fill in the Grading field (you can e.g. write 100, which means that 100 is the
maximum attainable or 0 if you do not wish to mark the assignment)

8. Under Submission Details you can select whether it should be an individual assignment (Individual Submission) or a group assignment (Group Submission)

If you choose Group Submission, you need to select which groups should receive the assignment. Select the groups you want and with the arrow move them to the box at the right

You can also allow for several submission attempts

9. In Availability you can select when the assignment should be accessible to the students

10. Select Submit

When you have set an assignment in the assignment module, it will appear in the WHAT'S NEW section on the front page of Blackboard in the assignment category.