

When you create quizzes in Blackboard, the Blackboard software creates an entry for each student in the spreadsheet Gradebook. Then when the student takes the quiz, a grade is entered in the spreadsheet.

Surveys are anonymous. It indicates that the student has completed the survey, but does not indicate what a particular student's response is.

****** If you want every student to take a quiz with the exact same questions then use the Test Manager to create the quiz.

****** If you want every student to take a different quiz on the same subject, use the Pool Manager to create a pool of questions for each learning module or unit of study. You can create a pool for each module, or you can create several pools with different types of questions for each learning module or unit of study. After creating the pool, use the Test Manager to assemble the quiz.

Below are step by step procedures to create and deploy quizzes and surveys.

CREATING A QUIZ

To create a quiz:

1. Click on the Control Panel button on the navigation frame on your course home page.
2. When the Control Panel appears, look for the Assessment area on the right side of the screen and click on "Test Manager."
3. When the Test Manager appears, click on the "Add Test" button
4. The screen will then refresh, and the "Test Info" page will appear. Use a short title to save room in your Gradebook. Then provide a longer description and an instruction section, including a caution to remind students not to exit the quiz without taking it. Then click the "Submit" button.
5. After you submit your title and description, a new "Test Canvas" page will appear.
6. Choose the type of question that you wish to create and click "Go".
7. Enter your question text, the point value for the question, and the answers you wish to include. NOTE: In multiple choice/answer, if you choose more than 4 answers, the page will reload with your desired number of answers.
8. Type in your correct feedback and incorrect feedback to be displayed and click "Submit" when finished.
9. The screen will refresh to a preview of the question.
10. To add more questions follow the steps 6 to 10.
11. When you have added all of the questions click "Ok"

CREATING A RANDOM QUIZ FROM A POOL

To create a pool of questions for your quiz:

1. In the control panel, select "Pool Manager"
2. Click on "Add Pool"
3. Enter a Pool Name, Description and Instructions and click "Submit"
4. Choose the type of question that you wish to create and click "Go".



5. Enter your question text, the point value for the question, and the answers you wish to include. NOTE: In multiple choice/answer, if you choose more than 4 answers, the page will reload with your desired number of answers.
6. Type in your correct feedback and incorrect feedback to be displayed and click "Submit" when finished.
7. The screen will refresh to a preview of the question.
8. To add more questions follow the steps 4 to 8.
9. When you have added all of the questions click "Ok"
10. When you are brought back to the Pool Manager click "Ok"
11. Once back in the Control Panel, click on "Test Manager"
12. When the Test Manager appears, click on the "Add Test" button
13. The screen will then refresh, and the "Test Info" page will appear. Use a short title to save room in your gradebook. Then provide a longer description and an instruction section, including a caution to remind students not to exit the quiz without taking it. Then click the "Submit" button.
14. After you submit your title and description, a new "Test Canvas" page will appear.
15. To draw your questions at random from a quiz pool, click on the drop-down box and choose "Random Block" and click "Go"
16. The screen will now show Add/Modify Random Block. Select your pool or previous test, choose the question type that you want included in this new quiz, decide how many questions you want the quiz to be, and assign a point value for each question. Click "Import"
17. When the Test Canvas page appears, make sure the settings are correct and click "Ok"

DEPLOYING A QUIZ

To deploy a previously made quiz:

1. In the Control Panel, click on the name of the content area (Course Documents, etc) that you want to add the Test/Survey to. (If this area does not exist, go into the Manage Course Menu link and add a new content area.)
2. Once in the content area, click the button to add a new Test.
3. Select the desired quiz/test and click "Submit"
4. A screen will load saying that the test was successfully added. Click "Ok"
5. To set the options of the test/quiz, click on the "modify the test options" link.
6. make the quiz accessible to students by clicking "Yes" beside "Do you want to make the link visible?". This is the most important step!
7. Set the available quiz constraints. And if desired, set the timeframe that the quiz will be available.
8. Select the feedback that will display for the quiz and the test presentation and click "Submit"
9. A screen will appear that says the test options were successfully modified. Click "Ok"
10. In the Modify Test page, click "Ok"
11. A screen will appear showing your quiz, click "Ok"
12. The test is now successfully deployed.



CREATING A SURVEY

A survey is similar to a quiz, but will not show names with the results. A checkmark will appear in the Gradebook instead of a grade. To create a survey:

1. In the Control Panel, click on "Survey Manager" under Assessment.
2. Click on the "Add Survey" button.
3. Fill in the Name, Description, and Instructions for your test and click "Submit"
4. Choose the type of question that you wish to create and click "Go".
5. Enter your question text, the point value for the question, and the answers you wish to include. NOTE: In multiple choice/answer, if you choose more than 4 answers, the page will reload with your desired number of answers.
6. Type in your correct feedback and incorrect feedback to be displayed and click "Submit" when finished.
7. The screen will refresh to a preview of the question.
8. To add more questions follow the steps 4 to 7.
9. When you are ready to submit your survey, click "Ok"

DEPLOYING A SURVEY

To deploy a survey:

1. In the Control Panel, click on the content area to which you want to add the survey. (If this area does not exist, go into the Manage Course Menu link and add a new content area.)
2. Along the right side of the page and to the right of the Add Menu bar, click the drop-down menu and select "Survey". Click "Go"
3. Select the Survey you wish to deploy and click Submit.
4. On the "Survey Added" page, click "Ok"
5. Click on the "Modify the survey options" link.
6. Set the survey availability, making sure to select "Yes" to make the link visible.
7. Set the survey feedback and presentation, and click "Submit".
8. On the Survey Options Modified page, click "Ok"
9. On the Modify Survey page, click "Ok"
10. On the content area page, click "Ok"
11. The survey is now successfully deployed.

