Setting up and using quizzes in Blackboard

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1. **About this guide**
This guide is for staff and covers how to set up and run a test (quiz) in Blackboard. You can either go through it step-by-step or use it as a reference. The table of contents shows a typical workflow. Storing questions in a question pool is not compulsory but allows easy re-use in any Blackboard course.

2. **Essential information**
Terms in *italic text* are explained in the Glossary.

If you have any questions or queries, or need further help or advice about setting up or using quizzes in Blackboard please contact the TEL team: tel-help@bristol.ac.uk

3. **Create or import question pool**
   a) Log in to Blackboard and click on the relevant course  
   b) In the **Control Panel** expand **Course Tools**  
   c) Click on **Tests, Surveys and Pools**  
   d) Click on **Pools**  
   e) You can either import or build a *question pool*. For this guide we will build a new pool  
   f) Click on **Build Pool**  
   g) Enter a name for the pool, and click **Submit**. You will come to the **Pool Canvas**  
   h) If you wish to add images or external links to any questions or feedback click on **Question Settings** and tick the relevant boxes before proceeding

![Pool Canvas: Test pool](image)
4. Add or edit questions in the pool

a) The Pool Canvas is where you can add questions to the pool. Later you will use these questions in your test

b) Click on the Create Question dropdown menu to choose a question type. For this example we will use a Multiple Choice question

c) Enter a title and the text of the question

d) To expand the editing toolbar to show more editing options click on the double down arrow on the right

e) Select Options, e.g. to show answers in a random order

f) Enter answers. Select the Correct box to indicate the right one
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g) Fill in any feedback you would like to provide for correct and incorrect responses
h) Scroll down and click on Submit. You will be returned to the Pool Canvas
i) Add further questions to the pool as required
j) Set the points value for each question by clicking in the relevant box in the Default Points column. For each, click the green tick symbol to save the points value
k) Click OK to save the questions and exit the Pool Canvas. You will return to the Pools page.

5. Set up test using questions from pool

a) After you have added questions to the pool you can then set up a test
b) Go to the content area (in the menu of your Blackboard course) where you wish to put the test (or create a new content area)
c) From the Assessments menu, select Test
d) Click on Create to create a new test
e) Enter a name for the test, and any instructions, then click Submit
f) You will then come to the Test Canvas screen. Here you can either create new questions or use some from a pool (or another test)
g) To use a question from the pool you created earlier, click on the Reuse Question menu and select Find Questions
h) You will be prompted to choose to either Copy or link questions. Remember that if you choose Link to original questions, if the original changes this will be applied to all tests where it has been linked. Select your option and click Continue
i) The Find Questions window opens
j) The **Find Questions** window lists all saved questions, including those from the pool you have just created as well as those in any other tests or pools

k) Use the Browsing criteria on the left to search for questions

l) Select the questions you wish to use for your test by clicking in the relevant check boxes, then click **Submit**

m) You will return to the **Test Canvas** screen, where you should now see your selected questions listed

n) You can add further questions if required, by clicking on **Create Question** and selecting the question type from the drop down list. You can set the points values of these new questions on the **Test Canvas** screen

o) When you have all the questions you need, click on **OK in the bottom right**. You will now come back to the **Create Test** page. Select your new test and click **Submit**

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6. **Set test options and make available to students**

   a) You will now enter the **Test Options** screen. Here you can edit the details of your test and make it available to students

   b) Edit the name and description as required

   c) Under Test Availability, if you are ready for students to access the quiz then ensure that **Make the Link available** is set to **Yes**

   d) Edit the other **availability** options e.g. number of attempts, use of timer etc

   e) Then set due date, **Self-assessment** and **Test Feedback** options as required

   f) Lastly select from the **Test Presentation** options. Then click on **Submit**. The test is now available for students

   g) It is recommended that you or a colleague try out the test beforehand to verify that it works as you expect. To do this you can enrol a test student on your course (Under **Course Tools** in the **Control panel** – click on **Add test student**, then, when created, log in as this student using the **Guest login** option, preferably using a different Internet browser. In this way you can have an Instructor view in one browser e.g. Internet Explorer, and a student view in another e.g. Google Chrome.

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7. **Students take test & see feedback**

   Students can now attempt the test and see scores and/or feedback if this has been allowed
8. View and analyse results

a) To view results expand the Control Panel, then Grade Centre, then click on Tests
b) Find the column for the test. You can quickly see an overview of results. Click on the dropdown arrow to the right of an individual student result and select View Grade Details, then View Attempt to drill down into their attempt
c) To see item analysis (e.g. the percentage of students who got a particular question right or wrong) in the Grade Centre find the relevant column for the test, then click on the dropdown arrow at the top, and click on Item Analysis
d) Select the test from the dropdown menu and click on Run
e) Once the analysis report has been generated it will appear under Available Analysis
f) Click on the link to access the report
g) The test summary provides data on the test as a whole, including average score
h) Discrimination relates a student’s response to a single question to their total score on a test. A question is a good discriminator when students who answer a question correctly also do well on the test as a whole. Questions with discrimination values in the Good and Fair categories are better at distinguishing between students who know the material well and those who don’t. Questions in the Poor category may need review
i) Difficulty refers to the percentage of students who answered a question correctly. Questions in the Easy or Hard categories may need review

9. Glossary

Content area
Resources and activities in Blackboard are organised in Content areas, which are listed in the course menu. When edit mode is switched on, Content areas can be created by clicking on the + sign in the top left of the menu

Grade Centre
The part of Blackboard used to record student marks and feedback. It resembles a spreadsheet, with a row for each user and a column for each item, such as a test. Instructors see all students. Students have a personal view of their own data called My Grades.

Instructor
A staff role in Blackboard, usually assigned to academics and administrators.

Item analysis
Item analysis provides statistics on overall test performance and individual test questions. This data can help identify areas of weakness in student understanding as well as highlighting questions that may be too hard or easy.

Question pool
Pools are collections of questions that you can include in tests and surveys within a course or across multiple courses.