

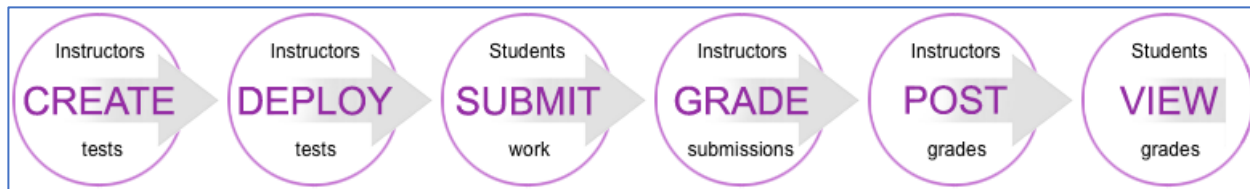
This handout is a tip sheet for instructors who are using tests in Blackboard Learn

Tests, Surveys, and Pools

“Tests and surveys are used to measure student knowledge, gauge progress, and gather information from students. You can create tests and surveys and then deploy them in a course area. The difference between tests and surveys is that test questions have points assigned to them for grading evaluation, whereas surveys do not. Question pools are collections of questions. When you see the phrase “question pools,” think “test banks.””

[source](#)

These are the steps involved in using tests in Blackboard Learn



Some Blackboard Resources for Creating Tests:

Short video (1:41) on [‘How to create a test’](#)

Short video (1:32) on [Creating Questions](#)

There are many [Question Types](#)

An article on [Grading Tests](#)

Help for Creating Test Questions

Tests can be time consuming to create in Blackboard. You can create questions one at a time if you are only using a few questions. If you will be creating a lot of test questions, you can ask for access to [Respondus](#), a tool for formatting and uploading test questions available to you through NIC.

Short video (4:36) on [formatting questions with Respondus](#)

Short Video (2:44) on [Importing questions](#)

Create a helpdesk ticket (email helpdesk@nic.bc.ca) to request access.

When things go wrong

Technology can fail. Students can have trouble submitting a test or lose their Internet connection while writing the test. There are some ways you can relieve some of the stress for students and enable completion.

There are settings that will:

- Allow for more than attempt
- Allow students to see the whole test (not one question at a time)

If a student has a problem with the test here are some ways you can help

[Resolve Student Issues with Tests](#)

Grading Tests

Some question types will be automatically graded, for example, Multiple Choice and True/False>

If you are using questions types that require grading (for example, essays) here is a guide to accessing and grading them:

[Grade Tests](#)

Analysis

After students have completed the test you can run an analysis of the results. You can see the overall results and assess the quality of your questions.

[Item Analysis](#)

Exporting (copying) Tests

Tests can't be copied like some other Blackboard Learn content, but they can be exported and imported between courses.

[Help page for exporting and importing tests pools and surveys](#)