




How To; create a self-marking assessment


To create a self-marking assessment

Enter the appropriate course and where you want you test to be located (note, a test can be moved between courses and folders when it is finished)..

Note; In Blackboard, a red asterisk * means you must fill in the box

Select EDIT VIEW,  Select +Test 

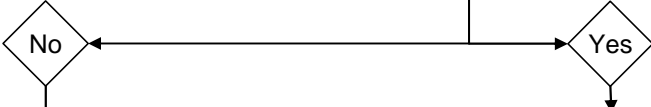
Now select Create.  Fill in the test name, other information is optional. You can modify it at a later date. Select Submit.

You are now in the test canvas. There is a large selection of question formats, the following are self marking and the simplest to use; Highlight your question format and select GO. 

Calculate Numerical	Calculate the answer	Page 2
Either/or	Is the answer yes/no, agree/disagree, wrong/right, true/false	Page 3
Fill in Multiple Blanks	Fill in the missing words/letters	Page 4
Fill in the Blanks	Fill in the missing word/letter	Page 5
Hot Spot	Click on the correct part of an image	Page 6
Jumbled Sentence	Select the missing word from a list	Page 7
Matching	Pair the data up	Page 8
Multiple Answer	Choose the right answers	Page 9
Multiple Choice	Choose the right answer	Page 10
Opinion Scale/Likert	Select your opinion	Page 11
Ordering	Put the statements into the correct order	Page 12
True/False	Is the statement true or false	Page 13

When you test is complete, you should be in the Test Canvas, scroll down and select OK. You are back in the Add Test page, highlight your test and select submit, then OK.

Do you want the test to be available for students to take?



Select Modify the Test Option. Section 2 has options on availability (select Yes), multiple attempts, password, display dates Section 4 has options on feedback Section 5 has options on test presentation When you have made your choices, select Submit

- Yes
- Multiple
- One at a Time

Finished

Create a Calculate Numeric Question

Note; In Blackboard, a red asterisk * means you must fill in the box

Calculate Numeric

The compulsory fields are; The question, point value and answer.

To locate the mathematical symbols, select the downward facing arrow head in the Question Text field (see the image on the right). The symbols repository is not extensive and is error prone, locating the symbol in Microsoft Word or online and copy & pasting it in is frequently quicker.

Example; In numerical form to 3 s.f. what is the value of pi?



The point value can be 0.
 (If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Creation Settings

When you state the answer value (this must be numerical)
 There is a choice of including a ± value
Example; 3.14

+/-

The Feedback is optional, you may wish to put hints in the Incorrect Response section, recommended reading or instructions to repeat the test on core knowledge question.

Select Submit, Finished

Finished

How To Guide

Either/or

Note; In Blackboard, a red asterisk * means you must fill in the box

Either/Or

The compulsory fields are the Question Text and the Point Value

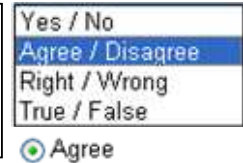
The question must be closed, only requiring a one word answer. To locate spell check, font colour, highlight, cut and paste, select the downward facing arrow head in the Question Text field (see the image on the right).
Example; English is a Germanic Language



The point value can be 0.
(If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Creation Settings

If you change the answer from the Yes/No, the page will refresh, you can then select the appropriate answer
Example; Agree



The Feedback is optional, in the Incorrect Response section you may wish to include recommended reading or instructions to repeat the test on core knowledge question.

Select Submit

Finished

Fill in the Multiple Blanks

Note; In Blackboard, a red asterisk * means you must fill in the box

Fill in the Multiple Blanks

On this first page, the compulsory fields are the Question Text and Point Value

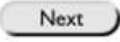
Type or paste in your text, put square brackets [left of your Return key] around the the words you wish to be blanked. The student can not see the words inside these square brackets but Blackboard must be able to distinguish them, thus unique variables should be used. You can have a maximum of 10 blanked words.

Example; Three [blind] [mice], three [blind2] [mice2], see how they [run].
Or Example; Three [1] [2], three [3] [4], see how they [5].
Or Example; Three [a] [b], three [c] [d], see how they [e].

The point value can be 0.
 (If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Section3 enables you to allow partial credit. If a student gets half the answers correct they gain half of the marks.

Allow Partial Credit

Now select Next 

All the possible answers must be input.
 A one word answer may still require many expected answers from you. Consider what spelling and use of hyphens (-) you will expect as correct. If you want to input multiple possible answers select the correct figure from the drop down box, the page will refresh.

2 

Select Next

The Feedback is optional, in the Incorrect Response section you may wish to include recommended reading or instructions to repeat the test on core knowledge question.

Select Submit

Finished

How To Guide

Fill in the Blank

Note; In Blackboard, a red asterisk * means you must fill in the box

Fill in the Blank

The compulsory fields are the Question Text, Point Value and the Answer

The question should require a one word answer.
To locate spell check, font colour, highlight, cut and paste, select the downward facing arrow head in the Question Text field (see the image on the right).
Example; William wrote Hamlet, Macbeth and King Lear



The point value can be 0.
(If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Creation Settings

A one word answer may still require many expected answers from you. Consider what spelling and use of capitals or hyphens (-) you will expect as correct. If you want to input multiple possible answers select the correct figure from the drop down box, the page will refresh.
*Example ; Shakespeare
; shakespeare*



The Feedback is optional, in the Incorrect Response section you may wish to include recommended reading or instructions to repeat the test on core knowledge question.

Select Submit

Finished

How To Guide

Hot Spot

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Hot Spot

On this first page, the compulsory fields are the Question Text and Point Value

Insert the question that can be answered by selecting a section of the image.

Example; Select the star shape

The point value can be 0.
(If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Allow Partial Credit


In section 2, attach your image via the Browse button, so select Browse, locate and Open your image to attach it (like with an e-mail).

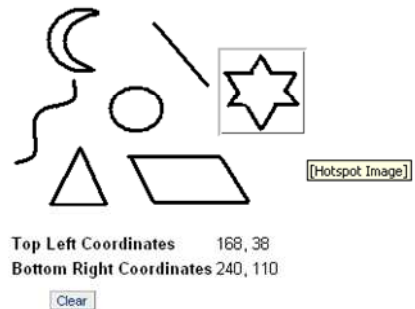
Attach local file

Browse...

Now select Next

Next

In Answers 1 take your cursor and click and drag over the answer in the image. Start from the upper left corner and drag it down to the lower right corner of answer hot spot. The answer area can only be a rectangle/square. If you see this  then you have tried to select outside the image boundaries, select Clear and try again.



The Feedback is optional, in the Incorrect Response section you may wish to include hints, recommended reading or instructions to repeat the test on core knowledge question.

Select Submit

Finished

How To Guide

Jumbled Sentence

Note; In Blackboard, a red asterisk * means you must fill in the box

Jumbled Sentence

On this first page, the compulsory fields are the Question Text and Point Value

Type or paste in your text, put square brackets [left of your Return key] around the the words you wish to be blanked. The student can not see the words inside these square brackets but Blackboard must be able to distinguish them, thus unique variables should be used. You can have a maximum of 10 blanked words.


Example; Three [blind] [mice], three [blind2] [mice2], see how they [run].
Or Example; Three [1] [2], three [3] [4], see how they [5].
Or Example; Three [a] [b], three [c] [d], see how they [e].

The point value can be 0.
(If you would like to change the default point value, you can do so in the Test Canvas, go to Creation Settings, section 4 after you have completed this question)

Section3 enables you to allow partial credit. If a student gets half the answers correct they gain half of the marks. **Allow Partial Credit**

All the correct answers must be input, decoy answers can be included. If you want to input multiple possible answers select the correct figure from the drop down box, the page will refresh.

Select Next 

Select the correct answer for each missing word. 

The Feedback is optional, in the Incorrect Response section you way wish to include recommended reading or hints.

Select Submit

Finished

How To Guide

Matching

Note; In Blackboard, a red asterisk * means you must fill in the box

Matching

On this first page, the compulsory fields are the Question Text and Point Value

Enter text that puts the matching process into context
Example; Match the English word to it's equivalent in Italian.

The point value can be 0.
 Section3 enables you to allow partial credit. If a student gets half the answers correct they gain half of the marks

Allow Partial Credit

In section 3, select how many matching pairs there will be, the page will refresh.
 And insert the information.
 If there are too many text boxes, use the Remove button to the right.

4

In section 4, select how many pairs there will be, then insert the answers

4

Select Next

Select the correct answer for each missing word.

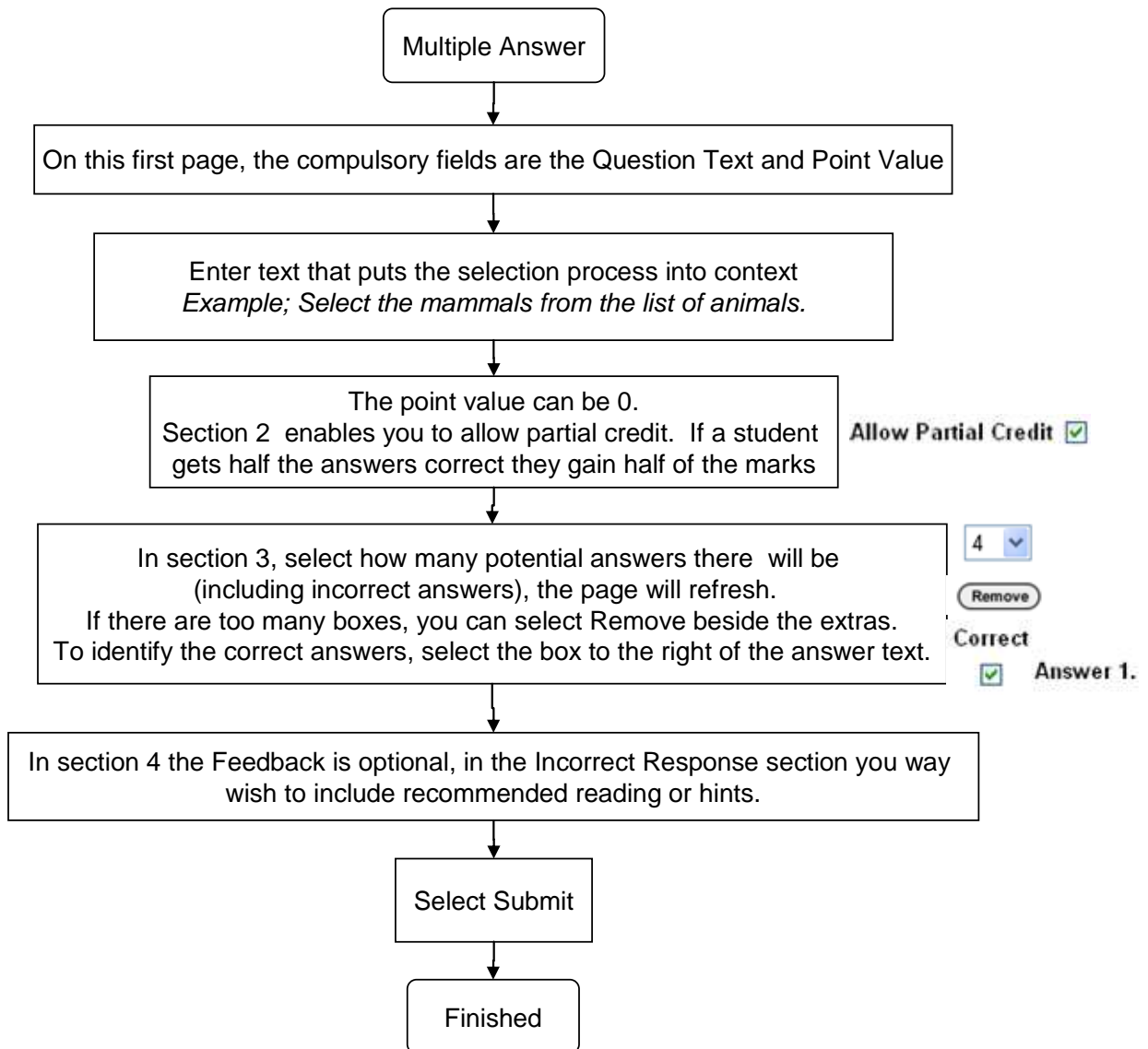
The Feedback is optional, in the Incorrect Response section you way wish to include recommended reading or hints.

Select Submit

Finished

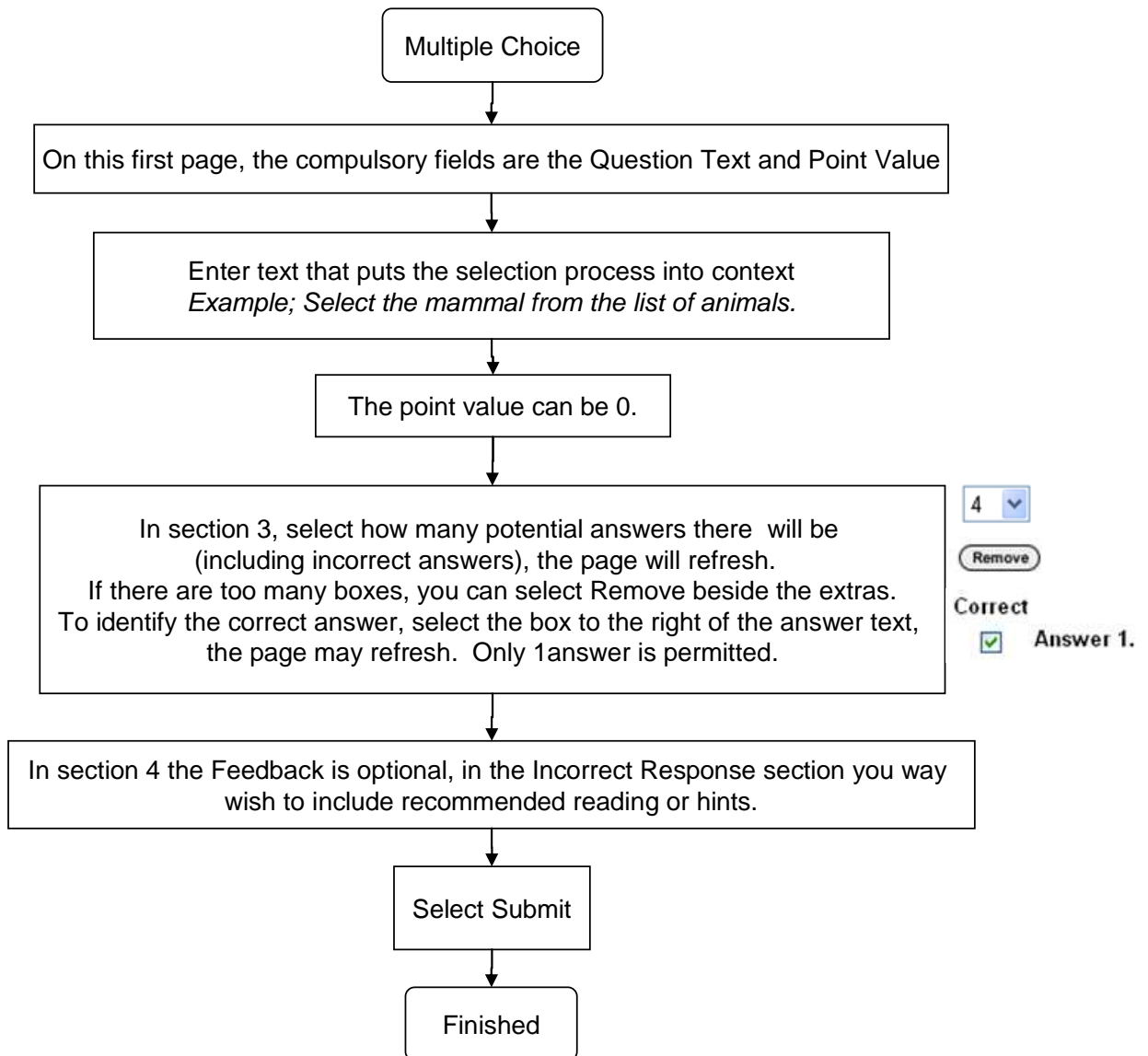
How To Guide

Multiple Answer



How To Guide

Multiple Choice



How To Guide

Opinion Scale/Likert

Opinion Scale/Likert Question

On this first page, the compulsory fields are the Question Text and Point Value

Enter text that puts the selection process into context
Example; Animal testing is a necessary aspect of drug commercialism.

The point value can be 0.

In section 3, select how many potential answers there will be
All additional boxes will be blank for you to fill, the page will refresh.
There will be 6 answers automatically available;

Strongly Agree
Agree
Neither agree or Disagree
Disagree
Strongly Disagree
Not Applicable

If there are too many boxes, you can select Remove beside the extras.
To identify the correct answer, select the box to the right of the answer text,
the page may refresh. Only 1 answer is permitted.

6 ▾

Remove

Correct

Answer 1.

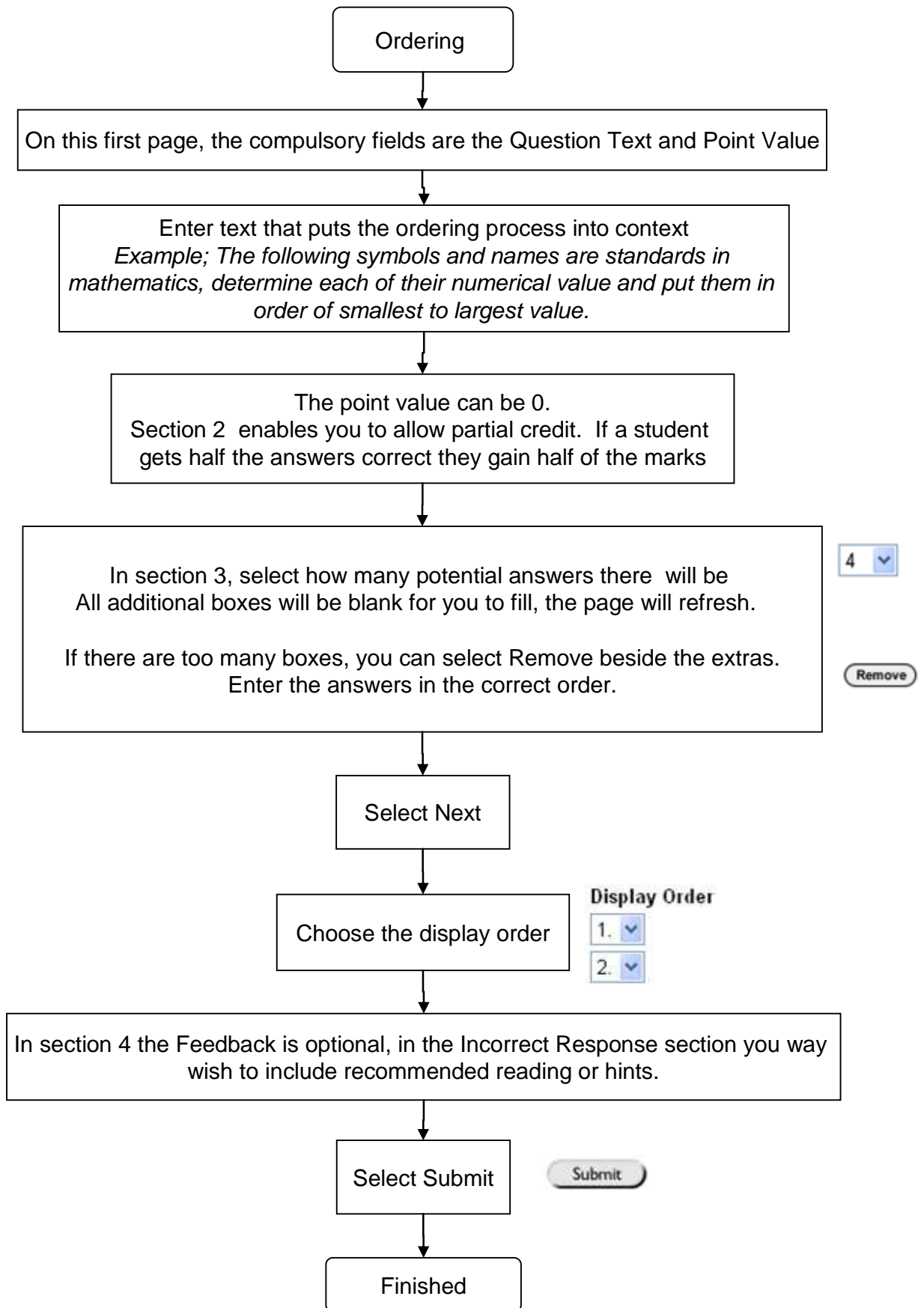
In section 4 the Feedback is optional, in the Incorrect Response section you may wish to include recommended reading or hints.

Select Submit

Finished

How To Guide

Ordering



How To Guide

True/False

