



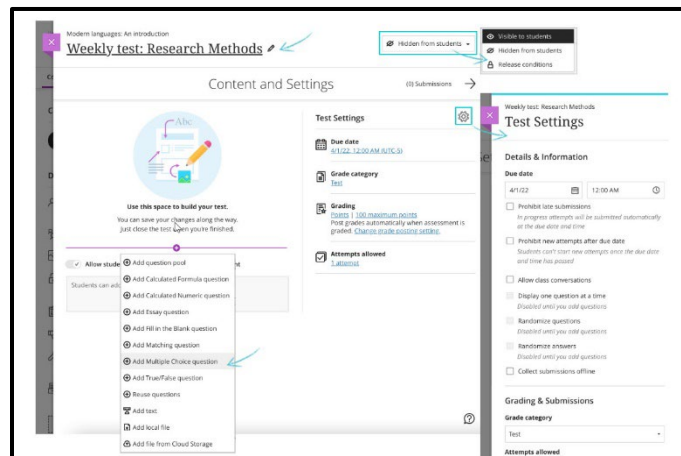
Creating a Test

In this section you will be able to build all of your quiz and test material from scratch or import a file exported from a learn course or archived shell. Most assessments do port over from an original learn class that has been upgraded to the Ultra version. Tests can be created from scratch using a few different methods.

Using Respondus 4.0 will allow you to build assessments from within the program and then export the file as a .zip file to be used directly in Blackboard. The build file can then be saved for future use as a Respondus file. Optionally, you can build your assessments directly in Blackboard and save the build as a Quiz/Test or Question Pool.

Download Link - Respondus Campus Wide 4.0

You can create tests alongside the other content students need as they prepare. On the Course Content page, select the plus sign wherever you want to add a test. In the menu, select **Create** to open the **Create Item** panel and select **Test**. The **New Test** page opens.



You can also expand or create a folder or learning module and add a test.

When you create a test, a gradebook item is created automatically. A test's score consists of the total of all the questions' points.

After you post test grades, students can view their scores on their grade pages or in the activity stream. They can also access a test, associated rubrics, their submissions, your feedback, and their grades from the test link on the **Course Content** page.

About the New Test Page

Provide a descriptive title so students can easily find the test among your course content. On the **Course Content** page, the title appears as the link students select to view the materials. If you don't add a title, "New Test" and the date appear in the content list. If you don't add content, the test won't appear on the **Course Content** page.



Add questions and more. Select the plus sign to open the menu and make a selection. You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can also add files and text, such as instructions for the test. You can also add files from cloud storage, such as OneDrive® and Google Drive™. You can't enable parallel grading on a test with questions.

Add additional content. Once you've added a question to a test, you can choose if you want students to add additional content, like text, supporting files, or attachments. By default, this feature is turned on for your test. Toggle this feature off if you don't want students to add additional content.

Show or hide the test. Students can't see a test until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the **Course Content** page, students can see when you set the test to show.

Apply test settings. Select the Settings icon to open the panel where you provide the test's details and information.

Provide a due date. Due dates appear on the calendar and in the activity stream. Late submissions appear with a Late label in the course gradebook. Encourage students to review what's due now and what's ahead so they can ask questions as soon as possible.

Prohibit late submissions. Enforce a hard deadline and prevent a late submission. In-progress and saved attempts will auto-submit at the due date. Students will receive a submission receipt email. Specified accommodations are still honored.

If students have submitted attempts, you cannot change the due date to a date in the past. If the due date has passed, you can't select the Prohibit late submission setting.

Prohibit new attempts after the due date. Prevent students from beginning a new attempt after the due date.

View accommodations. You can set accommodations for students and make them exempt from certain course requirements, such as test due dates and time limits. To select accommodations, go to the **Roster** and access the student's menu. The number of accommodations you've made appears on the test page in the Test Settings section.



Add a time limit. A time limit can keep students on track and focused on the test because each person has a limited amount of time to submit. The test attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you can't add a time limit to group tests.

Allow class conversations. If you allow class conversations, students can discuss the test with you and their classmates while the test is available. Students can contribute to the conversation before, during, and after the test. As the conversation develops, it appears only with the relevant test.

Collect submissions offline. You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.

Randomize questions and answers. You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so tests appear differently for each student. You can't randomize questions in a test with text blocks or attachments.

You can only randomize answers for **Matching** and **Multiple Choice** questions. If you want to randomize answers for **True/False** questions, use the **Multiple Choice** question type with **True and False** answer choices.

Questions appear to in order you but are randomized for students. To prevent confusion, don't add numbers to reference other questions within the test.

Change the grade category. You can change the test's grade category to be part of one of the custom gradebook categories you set up in your course. You can create new categories to customize how coursework is grouped in your course. You can use the default and custom categories when you set up the overall grade.

Determine the number of attempts. You can let your students submit more than one attempt at a test. When you allow multiple attempts, you can also choose how the final grade is calculated. At this time, you can't allow multiple attempts on a group test.

Select the grading schema. From the **Grade** using menu, select an existing grading schema such as **Points**. A test's score consists of the total of all the questions' points. You can change the grading schema at any time and the change will show to students in your gradebook.



If you create a test that only consists of text blocks, you can manually set the maximum score.

Show assessment results. Select the Show correct answers check box to allow students to see the correct answers to automatically scored questions after they submit.

Enable automated feedback. Provide feedback to students that's released automatically based on your settings.

Add an access code. You can issue an access code to control when students and groups take a test. At this time, access codes are generated randomly by the system. You can't customize the access codes.

Enable parallel grading. You can enable parallel grading and assign graders when you create a test without questions. You can also enable parallel grading even after students make submissions. The system randomly assigns graders you choose so each student has two graders for the test. The grading workload is distributed evenly among the graders. Graders can only open the submissions for the students assigned to them. Instructors determine the final grades for students.

Add a rubric. Rubrics can help you evaluate student submissions based on key criteria that you define. In Test Settings, you can create a new rubric or associate a rubric that you've already created in your course. At this time, you can only add a rubric to a test without questions.

Add goals and standards. You can align a test to one or multiple goals. You and your institution can use goals to measure student achievement across programs and curricula. You can also align individual test questions to goals.

Make a group test. You can create a test for groups of students. By default, you assign a grade to each group as a whole, but you can change a group member's individual grade.

Enable SafeAssign. You can use SafeAssign to check for potential plagiarism in student submissions. You can enable the SafeAssign Originality Report at any time, even after students have started their submissions, but submissions are only checked when SafeAssign is enabled.

Add an optional description. The description appears with the test title on the Course Content page. You can ask students to upload files to the end of their tests. For example, you might ask them to provide citations for essay questions, include lab work, or prepare content ahead of the test.