

## Quizzes and Surveys

Courses Online (Blackboard) has three tools which can be used for student assessment and feedback. This guide will show you the basic techniques required for creating and including these tools in your course, and for tracking students' progress and viewing their results.

More in depth guidance can be found within the Blackboard online help screens by clicking on **Help** in the menu bar.

For the purposes of this guide a basic understanding of Blackboard is assumed. Please refer to the *Getting Started* guide in this series for more introductory information.

### Objectives

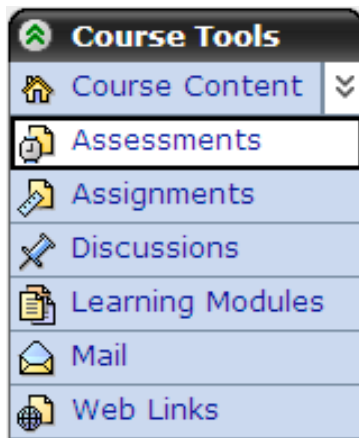
By the end of this session participants should be able to:

- ❖ Create a simple self-test.
- ❖ Add multiple choice, short answer and matching questions to the question database.
- ❖ Create a quiz.
- ❖ Understand the difference between quizzes and surveys.
- ❖ View student quiz submissions.
- ❖ Use Blackboard settings to customise quizzes and surveys.

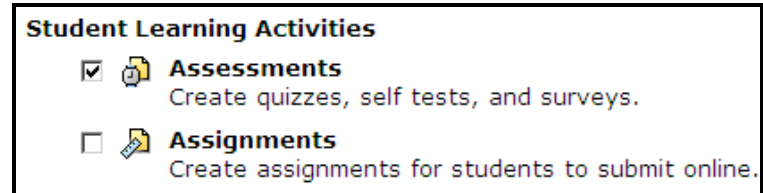
The 3 different types of assessment tools are Quizzes, self tests and surveys.

Quizzes are online assessments which can be graded either automatically with multiple choice questions and short answer questions, or by the tutor with paragraph questions. Self tests are online assessments that allow the student to formatively test their own knowledge. Surveys are anonymous assessments where no grades are allocated. These are often utilised for collecting student opinions as in mid and end of module evaluations.

In order to work with assessment tools, you will need to ensure that the **assessments** tool has been added to the course tools menu.



If the assessment tool does not appear, click on **Manage Course, Tools** and place a tick in the box next to **assessments**. Now scroll down the page and click on **Save**.



### ***Using the Build Tab***

Once the assessment tool is available, assessments can be produced and questions created and added. Questions are stored in the question database and can therefore be used in any number of quizzes or surveys.

### ***Using the Teach Tab***

This is where submitted quizzes can be viewed and graded by the tutor, and performance reports created.

## **Creating assessments in Courses Online**

There are three steps in the process for creating online assessments. Firstly, questions are created and added to the question database. The assessment is then created and the questions are then added to it. Finally any assessment settings are then applied, such as dates available and the number of attempts allowed.

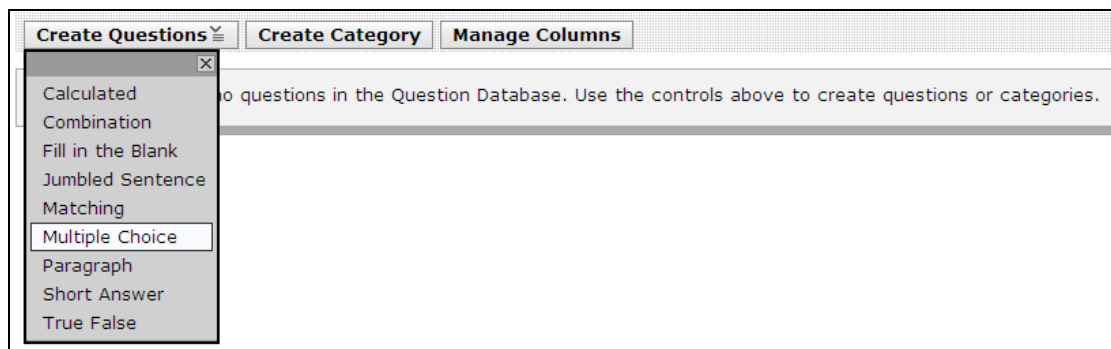
### **1 Creating Questions**

Please note that all questions can be previewed in build mode so that the designer can test their functionality.

### 1.1 Multiple Choice Questions

In Multiple Choice Questions, students can select one or more correct answers from a list of suggested answers.

In **Build** Tab, click on **Assessments** in the course tools menu and select **Go to Question Database...** Then click on **Create Questions** and select **Multiple Choice** from the drop-down list.



Enter a **title** for the question and the **question** text. Complete the **answer** text boxes and **feedback** sections (if required).

#### Create Multiple Choice Question

\*Title:

Question text: HTML Creator  On  Off

Use HTML | Insert equation:

Image:

#### Answers

Select mode:  One answer  
Select the Correct response check box for the correct answer. A 100% value will be attributed. You can enter your own value in the Value (%) text box, but one answer must be worth 100%.

Multiple answers  
Select the Correct response check box for each correct answer. A 100% value, divided by the number of correct responses, will be attributed. You can enter your own values in the Value (%) text boxes, but one answer combination must add up to 100%.

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Answer 1:  Correct response | Value (%):

Use HTML

Feedback:

Use HTML

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Answer 2:  Correct response | Value (%):

Use HTML

Tick the **correct response(s)** box and enter the **value** in percent that you wish to assign to each answer. If there is only one answer, 100% is automatically applied. Under **Settings** and **More Options**, select appropriate requirements before finally selecting the quiz category. Quiz categories are a way of organising question sets to enable questions to be more conveniently managed. If there are no categories already created, you can easily create one from the **Create a Category** Option. Now click on **Save**.

### 1.2 True / False Questions

Students are presented with a statement and must select if it is true or false. Ensure that you are in **Build** view, click **assessments** and **Go to Question Database....** Click on **Create question** and select the **True False** question type. The **Create Question** screen will now appear.

Enter a title and type your True/False question. Click the radio button to determine if the correct answer is true or false.

**Create True False Question**

\*Title:

Question text:  HTML Creator  On  Off

Use HTML | Insert equation:

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**Answer**

Correct response:  True /  False

**More Options** (Expand this area to see more options.)

**General feedback**

Use HTML

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**Section Designer notes:**

Category: Questions may be placed in categories in the Question Database, for organizational purposes.

Specify an existing category:

Create a category:

\* Required field

Under **More Options**, add any general feedback and specify which question category the question will be saved in.

### 1.3 Fill in the Blank Questions

Students are given a question containing one or more blank spaces and are expected to provide the missing data.

In **Build** Tab, click on **Go to Question Database....** Then click on **Create Questions** and select **Fill in the Blank** from the drop-down list.

**Create Fill in the Blank Question**

\*Title:   
 Enclose text that is to appear as a blank within square brackets. Example: Fill in the [blank].

Question text: HTML Creator  On  Off  
  
 Use HTML    Insert equation:

Image:

Enter a title for the question, and type in the question in the **question text** box. Enclose any words that you want to appear as blanks in square brackets [ ]. Now click on **Generate Answers**.

Type the **value** for each answer and select the appropriate **grading scheme**. If there is more than one correct answer, click on **create alternative**. Under **More options** add any additional requirements and click on **Save**.

**Answers**  
 Questions appearing in a quiz must be assigned an answer value (%) and grading scheme.

Answer text	Value (%)	Grading scheme	Actions
Answer 1: Teach	<input type="text" value="100"/>	<input type="text" value="Equals"/>	<input type="button" value="Create Alternate"/>

**Settings**  
 Answer box width:  characters  
 Answers are case sensitive:  Yes /  No

**More Options** (Expand this area to see more options.)

**General feedback**  
  
 Use HTML

**Section Designer notes:**

Category: Questions may be placed in categories in the Question Database, for organizational purposes.  
 Specify an existing category:   
 Create a category:

**1.4 Jumbled Sentence Questions**

Students can select words from drop down lists in order to complete correctly worded sentences.

In **Build** Tab, click on **Go to Question Database....** Then click on **Create Questions** and select **Jumbled Sentence Question** from the drop-down list.

**Create Jumbled Sentence Question**

\*Title:   
 Enclose each word or phrase that you want to jumble in square brackets.  
 Example: The [quick] [brown] [fox] jumped over [the lazy] [dog].

Question text:   
  
 Use HTML    Insert equation:

Image:    
 Image Title:

Enter the title of the question and in the text, enclose words that you want jumbled in square brackets [ ]. Click on **Generate Answer** to display the next screen. Complete the answer value and any other necessary options.

**1.5 Matching Questions**

With this form of question, items must be matched from the first list with the second list.

**Create Matching Question**

\*Title:   
 Question text: HTML Creator  On  Off  
  
 Use HTML    Insert equation:

Image:

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**Matching pairs**

Column 1: Displayed in a fixed order.	Column 2: Ordered randomly in a drop-down list.
Column format: <input type="button" value="Short Answer"/> <input type="button" value="Long Answer"/>	Column format: <input type="button" value="Short Answer"/> <input type="button" value="Long Answer"/>
<input checked="" type="checkbox"/> Use HTML	<input checked="" type="checkbox"/> Use HTML
<input type="text" value="Intel"/> matches	<input type="text" value="Craig Barrett"/>
<input type="text" value="Microsoft"/> matches	<input type="text" value="Bill Gates"/>
<input type="text" value="Apple"/> matches	<input type="text" value="Steve Jobs"/>
<input type="text" value=""/> matches	<input type="text" value=""/>
<input type="text" value=""/> matches	<input type="text" value=""/>
<input type="button" value="Create Additional Pairs"/>	

In **Build Tab**, click on **Go to Question Database....** Then click on **Create Questions** and select **Matching Pairs** from the drop-down list. Use the **matching pairs** columns to set up the appropriate pairs of answers. Click on the relevant **grading scheme** and any other required **options**.

### 1.6 Paragraph Questions

With this particular question, students type their answers in the format of a short essay and the questions are therefore graded manually by the instructor.

In **Build Tab**, click on **Go to Question Database....** Then click on **Create Questions** and select **Paragraph** from the drop-down list.

**Create Paragraph Question**

\*Title:

Question text: HTML Creator  On  Off

Use HTML | Insert equation:

Image:

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**Answer**

Pre-fill answer box with:

Use HTML

Sample Correct response:

In the Correct response text box, enter your version of the correct answer. If you want to hand-code the text in HTML, select the Use HTML che  
The correct answer displays to the Student when they review the question. The correct answer can also be used as a reference when instructors teaching assistants grade the question.

Enter a title and the question text. You can pre-fill the answer box with some text that starts the students answer for them. Answers can be placed in the

correct response box by the tutor, and these will be available to the students after the question has been graded, but also serves as a reminder for the tutor.

### 1.7 Short Answer Questions

Answers are given to a question in the form of a word or phrase. There can be single or multiple answers which can be arranged so that they must be provided in a specific order.

In **Build Tab**, click on **Go to Question Database....** Then click on **Create Questions** and select **Short Answer** from the drop-down list.

**Create Short Answer Question**

\*Title:

Question text: HTML Creator  On  Off

Use HTML | Insert equation:

Image:

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**Answers**

You must enter a value in the Value (%) text boxes and select a grading scheme from the Grading scheme drop-down lists. When entering values, at least one combination of answer values must add up to 100%.

	Answer text	Value (%)	Grading scheme	Allow in answer box
1.	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="Equals"/>	<input type="text" value="Answer 1"/>
2.	<input type="text" value="1"/>	<input type="text" value="20"/>	<input type="text" value="Equals"/>	<input type="text" value="Answer 2"/>
3.	<input type="text" value="1"/>	<input type="text" value="20"/>	<input type="text" value="Equals"/>	<input type="text" value="Answer 3"/>
4.	<input type="text" value="2"/>	<input type="text" value="20"/>	<input type="text" value="Equals"/>	<input type="text" value="Answer 4"/>
5.	<input type="text" value="3"/>	<input type="text" value="20"/>	<input type="text" value="Equals"/>	<input type="text" value="Answer 5"/>

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**Settings**

Number of answer boxes shown to the student:

Answer box width:  characters

Answers are case sensitive:  Yes /  No

You will need to complete the answer text, the value for each answer (which must add up to 100%), the grading scheme and whether the answers must be presented in any or specific boxes.

### 1.8 Calculated Questions

Students are required to carry out mathematical calculations in order to answer the question.

In **Build Tab**, click on **Go to Question Database....** Then click on **Create Questions** and select **Calculated** from the drop-down list.

#### Create Calculated Question

\*Title:   
 To indicate a variable, enter the variable name as specified in the formula in square brackets.  
 Example: What is the sum of [x] and [y]?

Question text:  HTML Creator  On  Off  
  
 Use HTML | Insert equation:

Image:

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**Formula:**  
 Enclose variables in square brackets. Example: [x] + [y]. Values for variables will be inserted when the answer set is generated. You can also use constants in place of variables.  
[View a list of supported formulas.](#)

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**Units:**  
  Required  Ignore spaces  Ignore case  
 Percentage of the question value:

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**Variables:**  
 x Minimum:  Maximum:  Calculate to  decimal places  
 y Minimum:  Maximum:  Calculate to  decimal places

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**Answers**  
 Answer Set:  
 Specify the number of answers per set   
 Calculate the answer sets to    
 Answer Tolerance (+/-):  Units:  Percent

Enter a **title** and the **question text**, enclosing the variables in square brackets [ ]. When the question is viewed by the student, the variables are replaced by values that have been defined by the tutor. If answer units are required, enter the details in the appropriate box along with the associated question value. Click on **Analyze Variables** and enter the minimum and maximum values. Click **Generate Answer Set** to create your pre-determined variables that will be used in the question.

## 2 Creating Assessments

Once the questions have been created, the Assessment is produced by the tutor, and the questions are then added to it. To create an assessment, select **Assessments** in the **Course Tools Menu**, and click on **Create Assessment**.

**Create Assessment**

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item  
(This item cannot be made visible until at least one question is added)

**Grade Book column name**

The Grade Book column name appears in Grade Book as a column header for this assessment.

**Type**

- Quiz  
Quizzes are online assessments for which grades are assigned.
- Survey  
Surveys are anonymous online evaluations for which no grades are assigned.
- Self Test  
Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool.

**Template**

Select whether or not you want to base this assessment on an existing assessment.

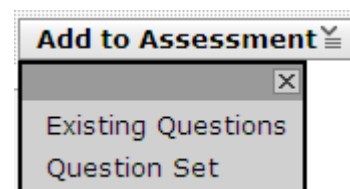
- Do not base on an existing assessment
- Base on an existing assessment:
- Apply assessment settings only (do not include the questions)

**Goals**

Associate goals with this assessment.

Enter a **title** for the assessment, a **description** if required and select whether you want to present a **quiz** (grades will be assigned and checked by the tutor), **surveys** (anonymous evaluations where no grade is assigned) or a **self test** (assessments where the student receives feedback but the tutor does not). Now select whether you wish to base your assessment on an existing one. Of you wish to associate your assessment with any Goals, click on the **Select Goals** button. Then click on **Save and Add Questions**. Note that by default the assessment will be hidden.

Once at least one question has been added to it, the assessment can then be “revealed”. Click on **Add to Assessment** and then select **Existing**



**Questions**. This will display all questions in the Question Database. Expand the categories and select the questions you wish to add. Now click on **Add Selected**.

From this next screen you can assign points to questions and “reveal” the quiz to students from the drop down menu.

Formative assessment may 07 (Hidden)

[Description](#)  
This exam will provide some feedback on how you are proceeding with regard to the work on this module.

Add to Assessment Create Questions

Move	Title	Points	Type
<input type="checkbox"/>	1. Velocity Question	10	Calculated
<b>Total Points</b>		<b>10</b>	<input type="button" value="Update Total"/>

Add Question Alternates

### 3 Configuring the Assessment

Once you have created your assessment and added the questions to it, you now specify the assessment properties you require. The assessment properties determine when and how assessments are deployed to your students.

Assessment properties can be edited from within either **Build** or **Teach View**.

Click on **Assessments** on the Course Tools menu and select **edit properties** from the action link for your quiz.

1 Formative assessment may 07

Create Link on: - Select -

- Go to Assessment
- Edit Properties
- Preview
- Hide Item
- View Links to this Item
- Set Release Criteria
- Export
- Delete

You will now see the **edit assessment properties** window.

You can choose whether the questions are delivered one at a time or all at once, in the same browser window or a different one. You can decide how long the students are allowed for the quiz and how many attempts they can have, in addition to how you choose to release the score to your students. Under **more options** there are further settings detailing when the quiz is to be displayed and more options regarding how results are presented to the student.

**Edit Assessment Properties**

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item

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\*Grade Book column name  
  
The Grade Book column name appears in Member Management as a column header for this assessment.

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**Question delivery**

Deliver questions all at once.  
 Deliver questions one at a time and allow questions to be revisited.  
 Deliver questions one at a time and do not allow questions to be revisited.  
 Display question titles.

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**Display Assessment**

In the same browser window  
 In a new browser window

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**Duration**

Unlimited  
 Time:  Units:   
 Disallow answer submission if time has expired.

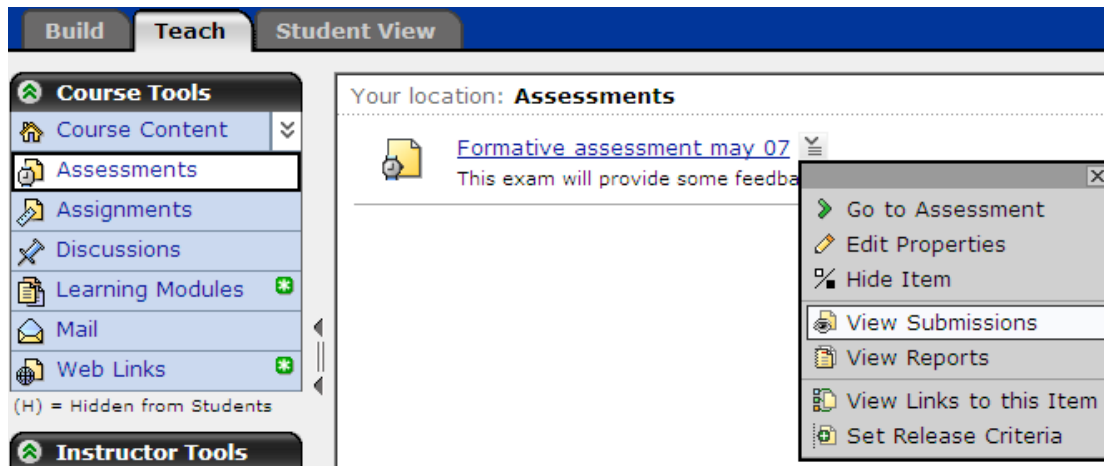
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\*Attempts

Allowed attempts:   
 Randomize questions in a question set for each attempt  
Minimum attempt time:  Units:

#### 4 Viewing Student Results

Once a student has completed a quiz or survey, you can view their results by clicking on the quiz action link once in **Teach View**, and selecting **View Submissions**.



The submissions screen provides you with your students' details and grades for the quiz, together with the time that it took the student to complete it. Clicking on the **View Attempt** link will provide more detailed information.

Name	Grade Out of 10	Attempt	Score Out of 10	Time
Student 9150040011, Demo	10	<a href="#">View Attempt 1</a>	10	00:00:11

[Reset Entire Submission](#)

## Summary

This guide has provided you with the basic information you need to begin setting up quizzes and surveys in Blackboard. There are many more options available than there has been space to discuss in this guide, however, for more in depth guidance you can use the context-specific help screens in blackboard by clicking on **Help** in the main menu. Alternatively, contact the E-learning and Online Services team at [eos@worc.ac.uk](mailto:eos@worc.ac.uk) for further guidance or an individual tutorial.