Blackboard Learn Quick Tip
Best Practices for Faculty- Quizzes and Surveys

Blackboard test options give you flexibility when making quizzes and surveys available to students. These options determine how your students interact with the assessment. The following document will help you, the instructor, create your quiz or survey.

Preparing the Quiz

- Under *Test Options* there are different options that can be chosen:
  - Forced completion- student MUST complete the test once they have begun.
  - Multiple Attempts- students may take the test more than once.
  - Timed Test- there is a set time limit for taking the test.
  - Password Protected- students use a password provided by the instructor to access the test.
  - All at Once/One at a Time- all questions are shown at once or they are shown one at a time.
  - Backtracking Prohibited- once students have proceeded to the next question they cannot return to previous questions.
- Type all Quiz questions and sample answers into the text editor (VTBE). To copy and paste text from Microsoft Word use the Paste from Word mashup tool, accessed via the blue and white checkered square icon in the third row of the VTBE tool bar.

- To prevent unwanted collaboration among students, you can provide final scores, answers and feedback to students AFTER the test is made unavailable.

- Give students a clear picture of what is expected from them. For example, inform students that they should only have the blackboard window open, that there should be no collaboration, or tell them where the instructor can be reached if something goes wrong (i.e. if the student gets "locked out" of the quiz).

Monitoring the Quiz

- Be available in case you need to clear a student's attempt. Instructions for this can be found in Blackboard Help.

  CAUTION! Only clear an attempt when a student contacts you.

- Look at your Grade Center to monitor students' progress.

Grading the Quiz

- Grades are calculated automatically in the Grade Center unless an essay or short answer question was used on the quiz. In these cases, an exclamation point appears next to the attempt.

- If you want to view a student's attempt, go into the Grade Center, then use the "chevron" next to students grade and select View Grade Detail and then Open Attempt.

- When reviewing student attempts, double check and verify that points are correctly accounted for.