

Blackboard Test Guide

Table of Contents

- I. [2 Minute Video Overview of Exams](#)
 - II. [How to Create a Test in Blackboard](#)
 - a. [Creating Random Blocks of Questions](#)
 - III. [How to Edit Test Settings \(Timer, Availability, Feedback\)](#)
 - IV. [Recommended Exam Settings](#)
 - V. [Configure the Results Students See after Completing an Exam](#)
 - VI. [Reusing an Exam from a Previous Semester](#)
 - VII. [Exams from a Student Perspective](#)
 - VIII. [Exam Feedback from a Student Perspective](#)
 - IX. [Viewing & Grading Student Exam Submissions](#)
 - a. [Allow a Student to Retake an Exam](#)
 - X. [Accommodating a Student w/ Special Considerations](#)
 - XI. [Best Practices for Students Taking Exams](#)
-

You can administer exams to your students fully online using Blackboard. Throughout this web page, we are going to discuss the processes of creating exams, showing the student perspective of exams, and highlighting the recommended exam settings for CUNY Baruch users.

If you are interested in the pedagogical aspects of administering exams, we highly recommend visiting the Baruch College Center for Teaching and Learning's blog on Hybrid-Online teaching

[Teach Hybrid - Pedagogical Considerations for Online Exams](#)



For first time Exam Creators, it is recommended to review the following contents on this page from beginning to end in the order presented.

I. Overview of Exams

To start, watch the short 2 minute video overviewing the Exam creation process on Blackboard. Please click the link below to watch the video overview:

[2-Minute Video Overview of Exams on Blackboard](#)

Now that you have a visual of what the process looks like, let us now dive into how faculty can create exams on Blackboard while teaching at CUNY Baruch College. The following are a series of guides, tailor-made for the faculty members of Baruch College.

II. Creating an Exam on Blackboard

There are multiple phases to creating a test on Blackboard.

- i. First, you **create the test questions**.
- ii. Second, **you configure the test settings**, like the Timer, or when the exam link appears or disappears from student's view (i.e., the Display After / Display Until dates and times)
- iii. Third, **you deploy the exam link into a Content Area of your course**, like Course Documents. Students click on the exam link in the Content Area you deployed it in to begin the exam.

Please follow the hyperlink below to view Baruch College's Step-by-Step guide on **How to Create a Test in Blackboard**. We recommend creating a practice exam, just for the purpose of working through the guide. You can make the exam link "Unavailable" to students, so that they wouldn't be able to see or take the exam:



[How to Create a Test in Blackboard](#)

If you want Blackboard to **automatically grade your exams**, so that you do not need to manually assign grades to questions **ONLY create [Multiple Choice](#), [True & False](#), and [Calculated Formula](#) type questions**. Click the question types in the previous sentence to learn more about each.

Short Answer, Essay, and other question types will require the instructor to manually review the questions and assign a grade before the grade is visible to the students (and in your grade center).

You can also create a **Randomized Pool of Questions**. For example: You have 50 questions, out of which you would like Blackboard to randomly choose a specified number of questions from that pool to present to the students. This is called using a **Random Block** in Blackboard Exams. To learn how to create a Random Block of questions for an exam, please review the instructions at the link below:

[Creating Random Blocks of Questions](#)



****Important to note:** ALL questions within a random block will be assigned the same point value. It is not possible to assign different point values to different questions *within* a Random Block.

III. Editing Test Questions or Settings

After deploying the exam link, you can always go back and edit the Test Questions or the Test Settings – as long as the students have not yet taken the exam. To learn how to edit an already existing Exam link in your course, please follow the hyperlink below:

[How to Edit Test Settings \(Timer, Availability, Feedback\)](#)

IV. Recommended Exam Settings

The following exam settings are the recommended settings from the Baruch College Blackboard administrators. These settings will limit the potential technical errors, and reduce administrative work for the Instructor:

- a. If you want students to be able to take your exam, you need to set the **Make Available to Students** option of the Exam Settings to **YES**.

TEST AVAILABILITY


Make available to students Yes No

The Display After / Display Until options will work **ONLY** if you set the Available to Students option to **YES**.

b. **Do not use Force Completion.**

Force Completion

Once started, this test must be completed in one sitting.

 During this challenging time, internet service providers and other technology providers are under unprecedented use. **Technical issues are not unlikely. If Force Completion is on, and a student experiences any technical issue, there is no way to confirm this. Blackboard will not conduct forensic analysis of these issues.** Force Completion will lock a student out of their exam, and if they are allowed to take the exam again, they would have to start from the beginning. There is no way to continue an exam after it has been submitted by Force Completion.

c. **Instead of Force Completion, use a Timer with Auto Submit turned on.**

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

120 Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Auto-Submit will cause a student's exam submission to finalize where ever they were on the exam once the Timer is up. If you do not select Auto-Submit with a Timer, then a student may continue to take the exam after the Timer is up.



d. **Do not configure a Due Date.** Configuring a Due Date for the exam may interfere with your Blackboard automatically grading the Multiple Choice and/or True & False Questions in your exam.

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

V. Choose the Results Students See after an Exam

Blackboard allows you to choose what results students see after completing an exam. For instance, you can choose to show students which questions they answered incorrectly, which they answered correctly, and all of the possible answers on the exam. To see a visual of, and learn more about configuring Test Results and Feedback for Students in Blackboard exams, please follow the hyperlink below:

[Configure the Results Students See after Completing an Exam](#)

While it may be a good idea to allow students to see their exam results to help prepare for the Midterm or Finals weeks, it isn't a good idea to allow students to see that level of detail while other students are still completing the exam or haven't completed the exam yet.

You can use **Baruch College's recommendations** for Test Results and Feedback to prevent this, refer to the screenshots below anytime you may be unsure of what to select:



SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Attempts are graded	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Test results and feedback will be available to students after all students enrolled into the course are graded.

VI. Reusing Exams from Another Course on Blackboard

If you want to **reuse an exam from a previous semester** or another course in a new section you are currently teaching, this is possible! You first have to export the exam from the previous course, and then import into the new course. To learn how, please follow the hyperlink below:

[Reusing an Exam from a Previous Semester](#)

VII. Exams from a Student Perspective

After all this work creating your exams, you may be wondering what an exam would look like from one of your **Student's perspectives**. For an example, please follow the hyperlink below:

[Exams from a Student Perspective](#)

VIII. Student View of Exam Feedback and Result

If you configured the Test Results & Feedback settings for your exam, students will go to their **"My Grades" portal in your course to view the score, and review the exam**. For an example, please follow the hyperlink below:

[Exam Feedback from a Student Perspective](#)

IX. Review & Grade Student Exam Submissions

If you created your exam with question types other than [Multiple Choice](#), [True & False](#), and [Calculated Formula](#) type questions, then you will need to manually review the exam, and assign a grade to those questions. To learn how, please follow the hyperlink below:

[Viewing & Grading Student Exam Submissions](#)

If there is a student that needs to retake an exam, whether due to technical issues or other reasons, instructors have two options:

- 1) Instructors would have to manually configure Blackboard to **ignore** the initial attempt. Doing this preserves the initial attempt for future review. Once the original submission is **ignored**, that student would be able to begin the exam again, as long as the exam link is available for students to access.

To learn how to **ignore** a student's exam submission to allow for a student to retake an exam, please follow the hyperlink below:

[How to Ignore a Student Exam Submission](#)

- 2) Alternatively, instructors can **delete** the student's initial submission. **The exam submission is not recoverable once deleted.** Once the original submission is deleted, that student would be able to begin the exam again, as long as the exam link is available for students to access.

To learn how to **delete** a student's exam submission to allow for a student to retake an exam, please follow the hyperlink below:



[How to Delete a Student Exam Submission](#)

X. Accommodating a Student with Special Considerations

Blackboard's **Test Options** allow you to make exceptions in order to **accommodate a student with special considerations**. For example, you can provide a particular student with additional time to complete the test or you can allow the student to take the test multiple times. Instructors can configure these accommodations from the Test Options of the exam link. To learn how, please follow the hyperlink below:

[Test Availability Exceptions Explained](#)

These availability exceptions would need to be reconfigured for **each** exam link.

XI. Best Practices for Students Taking Exams

Students are encouraged to follow the list of **best practices** when taking any exam on Blackboard:

- When ready to take the exam students should log in to Blackboard from Baruch's web page: <https://bctc.baruch.cuny.edu/blackboard/>

Do NOT log in to Blackboard via CUNY First when taking exams on Blackboard.

- **Please use the Mozilla Firefox web browser** to take any exams or submit any assignments on Blackboard. Web browsers like Safari, Internet Explorer, and Microsoft Edge are known to cause errors, especially Safari.
- **Have Google Chrome installed as a backup web browser to Firefox.** Firefox is Blackboard's preferred web browser, but it is a good idea to have a backup in case you experience issues with Firefox. Usually, if you experience an issue with one, you may find the issue resolved when using the other browser. If the issue continues, and you are unable to continue your exam, contact your instructor with as much detail (including screenshots if possible) right away.
- **Make sure you have a strong connection to the internet** from the laptop or desktop you are using to take the exam. A hard wire connection is preferable over Wifi.
- **Make sure to click "Save Answer"** as you go along to ensure that your answers are recorded without issue. If the issue occurs where it says "Cannot Save answer / Contact System Administrator", or "Save Answer (Failed)" please refresh your web browser and continue the exam. If the issue continues, please switch your web browser to the Google Chrome browser (or Firefox, if you were initially using Chrome) and re-enter the exam.
- If you refresh the exam web page, **and you repeatedly are logged out of Blackboard and / or brought back to your Blackboard Home Page**, please close the web browser you are using, and try logging into the exam again. If the issue continues please switch from the Firefox web browser to the Google Chrome web browser, and continue taking your exam.
- **Do not scroll down to the next question with your mouse wheel** while taking the exam, as this may accidentally change your answer from the previous question. Instead, please use the scroll bar on the right side of the exam page by clicking with your mouse to scroll up and down through the exam. Review your answers before submitting your exam.
- **If you do experience any issues, take screenshots of the issue immediately** with the computer, or even by your phone, that shows as much detail as possible (time, date, web browser, course name, and exam name) to show to your instructor. Please contact your instructor with those as soon as possible.