Online Exam (MCQs)- Blackboard Setup Guidance

A. Create a pool

B. Create a test

C. Create a group

NB: Before you start creating questions on Blackboard, please ensure that questions and answers are checked and reviewed by the teaching team on the course

A CREATING A POOL IN BBD: **Link to BBD Help**

Where you have written a bank of questions from which you want to present students with a random selection, best to use the pool. Pools are sets of questions that can be added to any Test. Pools are useful for storing questions and reusing them in more than one Test.

Creating a pool:

1. Go to Course **Tools** > **Tests, surveys and pools**.

2. Select **Pools**

3. Click on '**Build Pool**'

4. Give Pool a **Name**; consider adding a **Description** and **Instructions** (*or leave these two aspects to add later.. once you have tested it for time and difficulty*) and click **Submit**

5. Click ' **Create Question'** and select '**Multiple Choice'**

6. Give the Q a title that ties in with your design

7. Type in or copy/paste the Q text. If using word, you will need to copy first into **Notepad** to remove all the hidden formats before pasting into BBD

8. Choose an answer number format and tick on 'Allow Partial Credit' **ONLY IF** the Q has an element of "almost correct" such as choosing two items from a list, or getting one of two steps correct.

9. Randomising the order of answers is recommended to add another level of individualisation" to each student's Q.

10. Select the number of answers (literature suggests at least 3, but bear in mind risk of guessing): generally at least 4 for MCQ

Create/Edit Multiple-Choice Question

QUESTION

Question Title

6 — Give Q a title that ties in with your design (to ID it)

Question Text

7 — Type in, or Copy and paste Q (via notepad if using word), the Question narrative

Path: p   Words:0

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering   None

Answer Orientation   Vertical

Allow Partial Credit   ☑   8 — Tick if your design allows for partial credit (eg 2 steps to an answer, or picking two items from a list)

Allow Negative Scores for Incorrect Answers ☐
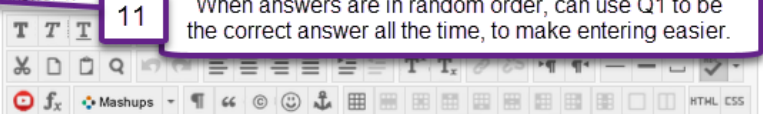
Show Answers in Random Order ☑   9 — Randomising order is useful to add another level of individualisation of question to each student

ANSWERS

Number of Answers   4   10 — You can choose more than 4 answers (or less, although 4 is normally standard)!

Correct

○ Answer 1.   11 — When answers are in random order, can use Q1 to be the correct answer all the time, to make entering easier.   Remove
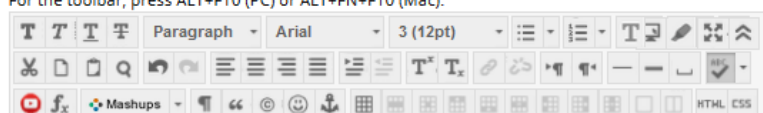
○ Answer B.   Remove
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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* Partial Credit %   0   12 — If there are some partially correct answers, use the partial credit % box to state the % to award (eg 50% if half correct)

Indicate percentage of points possible that should be assigned when this option is chosen.

11. Type alternative answers, and select the correct answer.

12. Add % of partial credit to answers that are part-correct (if applicable – see step 8)

Click **Submit** to complete this question

Repeat the steps above to add more questions to the pool

NB: If you are using 'Partial Credit', please ask the eLearning Team to check the setting

B CREATING a TEST IN BBD: Link to BBD Help

So far, you have created a pool of questions, the next step is to create a test.

1. Go to Course Tools > **Tests, Surveys and Pools**.

2. Select **Tests**

3. Click on "**Build Tests**"

4. Give test a name; consider adding a description and instructions (*or leave these two aspects to add later.. once you have tested it for time and difficulty*) and click **Submit.**

CREATING A QUESTION SET from a pool of questions: Link to BBD help

A question set is a collection of questions drawn from selected tests and pools. You choose how many questions you want in the set. The questions are randomly chosen each time a student takes the test. You can include multiple question sets in a test. For each question set, you can specify these:

- The pools and tests that the question set will draw from

- The type of questions to draw from

- The number of questions to draw from: questions are then randomly distributed so that each student sees a different set of questions.

> In this step, you are drawing questions from the pool that you have created earlier

5. Pick the drop-down menu from the '**Reuse Question**' column and select '**Create Question Set**'
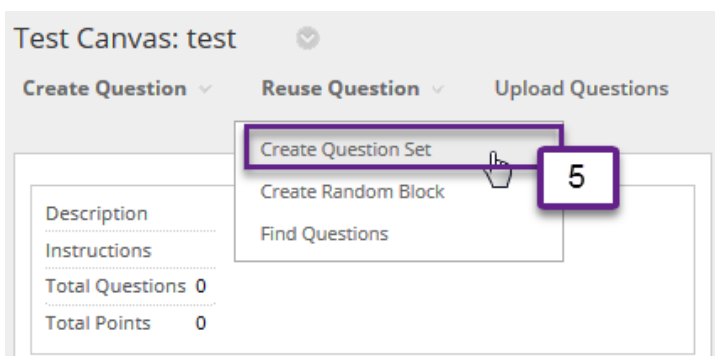
6. Depending on how many pools you have created, you will have a choice of what questions to select for your question set. If you have designed your questions so they are appropriately named in sets, then you can easily select them from the pool you have placed them in, and select the relevant questions for this set. Tick each question for the set, and **Submit**.

7. Now that you have selected your Question set, you need to choose how many questions will be selected at random from this set, and how many points to award for each question from this set. Click on the number of questions to display, choose the number and **Submit**. Do the same for the points per question and click **Submit**. You can always review the questions in the set by selecting the drop down menu '**Questions in the Set**'.

Repeat steps **5** to **7** (under the same Test) until you have all the planned question sets for your exam.

C CREATE BLACKBOARD GROUPS: link to BBD Help

For some courses, where there is DASS students, you would need to create **two** groups: one for a normal time exam and another one for an extra time exam

1. On the Control Panel, under **Users and Groups**, select **Groups**
2. On the **Groups** page, click **Create** on the Action Bar to access the drop-down list.
3. Select **Manual Enrol**

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4. On the Create Group Set page, enter a **Name** and optional **Description**.

Create Group

★ Indicates a required field.

GROUP INFORMATION

★ Name   Group A   **4**

Description

5. Make the Group unavailable by selecting the **No** radio option

★ Group is visible to students   ● No   ○ Yes   **5**

6. Deselect all the features

The group created in this guide is for an online exam; therefore, there is no need for these features to be available to students

TOOL AVAILABILITY

☐ Blogs
  ● No marking
  ○ Mark: Points possible:

☐ Discussion Board
  ● Allow any group members to create forums.
  ○ Do not allow student group members to create forums.

☐ Email

☐ File Exchange

☐ Journals
  ● No marking
  ○ Mark: Points possible:

☐ Tasks

☐ Blackboard Collaborate Ultra
  ○ Allow all group members to create and access session recordings.
  ● Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Wikis
  ● No marking
  ○ Mark: Points possible:

☐ Academic Materials

6

MODULE PERSONALISATION SETTING

☐ Allow Personalisation

GROUP SET OPTIONS

☐ Create Smart View for this group

7. Add students to the group by selecting '**Add Users**'

MEMBERSHIP

Add Users   **7**

8. A new separate window opens with a list of students' names. For large cohorts, it would be helpful to click 'Show All' at the end of the screen to see all the names, then select the students

9. And click '**Submit**'

NB: you may wish to select all the names by clicking the check box next to 'USERNAME' and untick any irrelevant names

10. Students' names will populate in a table similar to below, press '**Submit**' again

Contact AMBS eLearning team (Hamza Badenjiki) to **deploy** and **test** your exam; and to provide you with a template of Online Exam – Student Guide.