

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**'

Home Page
Content
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My Grades

Course Management

Control Panel
Files
Course Tools
Achievements
Announcements
Blogs
Contacts
Course Calendar
Discussion Board
EvaluationKIT User Access
Glossary
Journals
Rubrics
SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys and Pools

Tests
Surveys
Pools

Build Pool

Name: Test 1

Description: For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Instructions:

Path: p Words: 0


Click Submit to proceed. Click Cancel to go back.

Submit

Create Question Reuse Question

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering

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

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

Create/Edit Multiple-Choice Question

QUESTION

Question Title

* Question Text



Path: p

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

Answer Orientation

Allow Partial Credit ☒

Allow Negative Scores for Incorrect Answers ☐

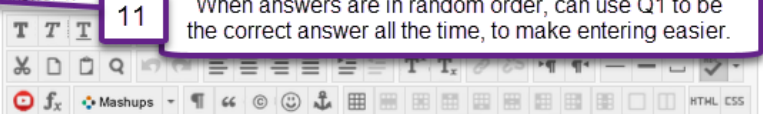
Show Answers in Random Order ☒

ANSWERS

Number of Answers

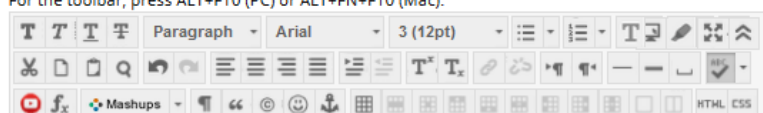
Correct

☒ Answer 1.



☐ Answer B.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



1,032

Path: p

* Partial Credit %

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

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**.

The screenshot illustrates the BBD interface for creating a test. The sidebar on the left shows the navigation menu, with 'Tests, Surveys and Pools' highlighted (1). The main content area shows the 'Tests' section (2) and the 'Build Test' button (3). The 'TEST INFORMATION' form (4) is shown, which includes fields for Name, Description, and Instructions. The form also features a rich text editor toolbar and a 'Submit' button.

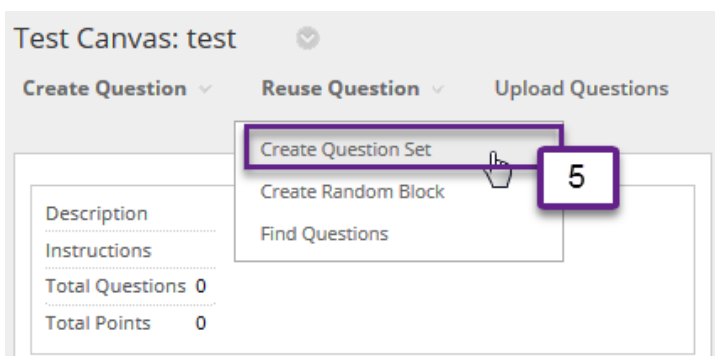
CREATING A QUESTION SET from a pool of questions: [Link to BBD help](#)

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**.

Create Question Set

View ▾ Reset to Default

Pools

- All Pools
- Online assessment 1
- Online Assignment 2
- ☒ Online Assignment 3
- Online Assignment 4
- Online Assignment 5
- Question Database

Tests

- Question types**
- Categories
- Topics
- Levels of Difficulty
- Keywords

Question Display

	QUESTION TEXT	QUESTION TYPE	SOURCE NAME	SOURCE TYPE
<input type="checkbox"/>	AccEstmnThry (1a): Which TWO of the following involves an element of accounting estimation? (Se...	Multiple Answer	Online Assignment 3	Pool
<input type="checkbox"/>	AccEstmnThry (1b): Which TWO of the following involves an element of accounting estimation? (Se...	Multiple Answer	Online Assignment 3	Pool
<input type="checkbox"/>	AccEstmnThry (1c): Which TWO of the following involves an element of accounting estimation? (Se...	Multiple Answer	Online Assignment 3	Pool
<input type="checkbox"/>	AccEstmnThry (1d): Which TWO of the following involves an element of accounting estimation? (Se...	Multiple Answer	Online Assignment 3	Pool
<input type="checkbox"/>	AccEstmnThry (1e): Which TWO of the following involves an element of accounting estimation? (Se...	Multiple Answer	Online Assignment 3	Pool
<input type="checkbox"/>	AssDspslCalc (1a): Shauza sells a non-current asset in the year, which originally cost £10,000 w...	Multiple Choice	Online Assignment 3	Pool

Annotations:

- A purple box with the number 5 highlights the 'Create Question Set' option in the 'Reuse Question' dropdown menu.
- A purple box with the number 6 highlights the 'Question types' section in the left sidebar.
- A purple box with the number 6 highlights the 'Question Display' table.
- A purple box with the number 6 highlights the 'Submit' button.
- A purple box with the number 6 highlights the 'Question types' section in the left sidebar.

Text boxes:

- You can review each question by clicking here
- These Q's are similar in nature and were designed to be in a Q Set from which 1 Q will be selected

Cancel 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**'.

1. Question Set

Success: Question set saved with 5 questions. Edit number of questions to display and points.

Total Questions: 5

Number of Questions to display: 1

Questions in the Set

Select: All None | Select by Type: - Question Type -

Delete Points 1 Update Hide Question Details

Points per question: 1

Total Points: 1

OK

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**

Groups

Create Import

Single Group Group Set

Self-Enrol Self-Enrol

Manual Enrol Random Enrol

Manual Enrol Manual Enrol

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Course Management

Control Panel

Files

Course Tools

Evaluation

Grade Centre

Users and Groups

Groups

Users

Customisation

Packages and Utilities

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

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

Create Group

★ Indicates a required field.

GROUP INFORMATION

★ Name **4**

Description

Path: p

★ 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

MODULE PERSONALISATION SETTING

☐ Allow Personalisation

GROUP SET OPTIONS

☐ Create Smart View for this group

6

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

MEMBERSHIP

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



Add Users

Search: Any Not Blank Go ☐ Show all users regardless of role

<input type="checkbox"/> USERNAME	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/> mzdjafb6	Fac HUM B	BbTest B	Student
<input checked="" type="checkbox"/> mzdjafb7	Fac HUM A	BbTest A	Student
<input type="checkbox"/> mzysshba_previewuser	Hamza	Badenjiki_PreviewUser	Student

Displaying 1 to 3 of 3 Items Show All Edit Paging...

Add Users 2

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

☐ USERNAME

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

MEMBERSHIP

Add Users Remove Users

Added selected users to group.

USERNAME	FIRST NAME	LAST NAME	ROLE
mzdjafb6	Fac HUM B	BbTest B	Student
mzdjafb7	Fac HUM A	BbTest A	Student



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