

Blackboard Quiz Checklist

Steps to administer a quiz

1. **Turn Quiz On:** See attachment “*How to Make a Blackboard Quiz Available*”
 - The quiz link should **ONLY** be made available long enough for the students to take it and review their feedback
 - Do not set the quiz link as available until you are ready for the students to access it
2. **Administer Quiz:**
 - Walk around to ensure students do not print or make screen captures of the quiz
 - Tell the students how long they will have to complete the quiz
 - Set a time and give them a verbal 5 minute warning before the end of exam
 - Give the students enough time to review their score, wrong answers, and feedback
3. **Turn Quiz Off:** See attachment on “*How to Make a Blackboard Quiz Unavailable*”
 - The quiz link must be made **unavailable** and **feedback turned off** (only leave “score” feedback available) as soon as quiz is over and students have been given a few minutes to review their answers (this will include correct answers vrs the answers they submitted)
 - If you do not uncheck the feedback boxes, even if you make the link unavailable, the students **WILL** be able to see quiz questions, submitted answers, and correct answer in their gradebook after class (This is how students have had access to quiz information and been able to make screen shot, email to other students, and cheat on exams)
YOU MUST TURN FEEDBACK OFF AS SOON AS QUIZ/REVIEW IS OVER.

How to Make a Blackboard Quiz Available

Navigate to one of the content areas and make a quiz available.

1. Login to your course with your instructor account and navigate to the area where the quiz is stored. For the purpose of this tutorial, I will use **Assignments**.



TEST COURSE NSI (TEST COURSE NSI) > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

October 29, 2009 - November 05, 2009

No announcements

For this tutorial, the quiz I want to make available is in Assignments.

DAU Defense Acquisition University

Note: A red arrow points from the 'Assignments' menu item in the left sidebar to the 'Announcements' page header. Another red arrow points from a text box to the 'Assignments' menu item.

2. Select **Edit View** located on the top right hand corner of the screen.



TEST COURSE NSI (TEST COURSE NSI) > ASSIGNMENTS

Assignments

Folder empty

EDIT VIEW

Note: A red arrow points to the 'EDIT VIEW' button in the top right corner.

3. **Modify** the quiz. (This page shows all items associated to the section.)



TEST COURSE NSI (TEST COURSE NSI) > ASSIGNMENTS

Assignments

Item Folder External Link Course Link Test

Select: Learning Unit Go

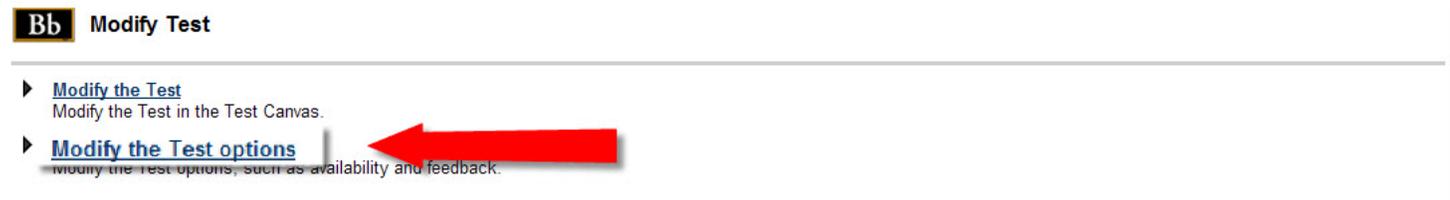
1 Test1
Item is not available.

This is a test

Modify Manage Remove

Note: A red arrow points to the 'Modify' button.

4. **Modify the Test Options.**



Bb Modify Test

- ▶ [Modify the Test](#)
Modify the Test in the Test Canvas.
- ▶ [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

Note: A red arrow points to the 'Modify the Test options' link.

5. On the **Test Options** page:

Test Availability (section 2): Select the **Yes** radio button to make the link available.

Test Feedback (section 4): All feedback boxes should already be checked.

The screenshot shows the 'Test Options' page with three sections. Section 2, 'Test Availability', has a red box around the 'Make the link available' radio buttons, with a red arrow pointing to the 'Yes' option and the text 'Make the link available = Yes'. Section 3, 'Self-assessment Options', has a checked box for 'Include this test in Grade Center score calculations'. Section 4, 'Test Feedback', has a red box around the 'Score', 'Submitted answers', and 'Correct Answers' options, with a red arrow pointing to them and the text 'Ensure all feedback options are selected'. The 'Feedback' option is unchecked.

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

- Allow unlimited attempts.
- Number of attempts

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After Display Until

Nov 05 2009 02:45 PM Nov 05 2009 02:45 PM

Password. Require a password to access this Test.

Password:

3 Self-assessment Options

Include this test in Grade Center score calculations.

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from instructor and the Grade Center.

If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

4 Test Feedback

Select which feedback should be displayed upon completion.

Score

Submitted answers

Correct Answers

Feedback

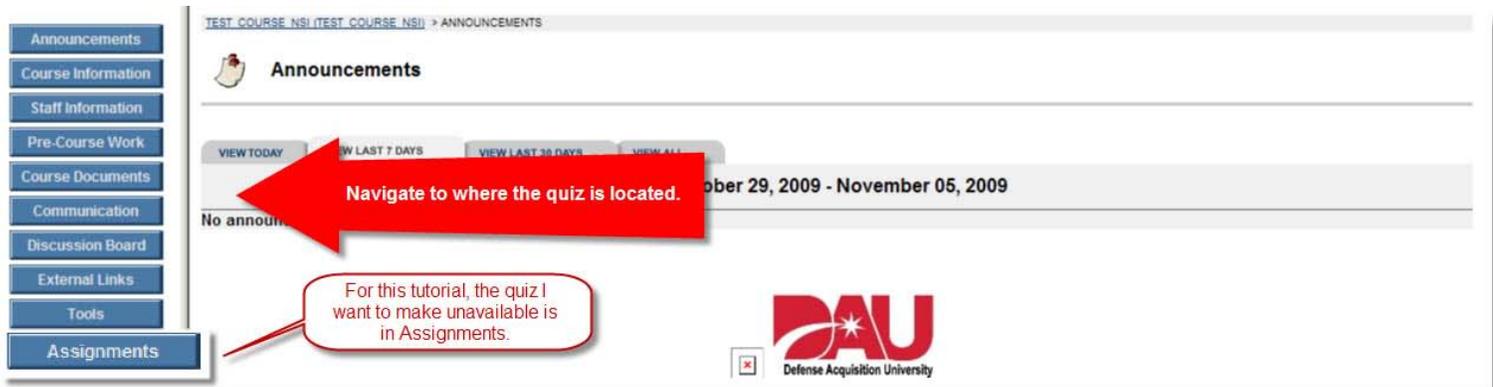
6. Select the **Submit** button to save your changes.

Congratulations! Your quiz is now available to the students.

How to Make a Blackboard Quiz Unavailable

Navigate to one of the content areas and make a quiz unavailable.

1. Login to your course with your instructor account and navigate to the area where the quiz located. For the purpose of this tutorial, I will use **Assignments**.



2. Select **Edit View** located on the top right hand corner of the screen.



3. **Modify** the quiz. (This page shows all items associated to the section.)



4. **Modify the Test Options.**



5. On the **Test Options** page:

Test Availability (section 2): Select the **No** radio button to make the link unavailable.

Test Feedback (section 4): Only leave **Score** feedback available. You **MUST** uncheck all other boxes!

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

- Allow unlimited attempts.
- Number of attempts

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After **Display Until**

Nov 2009 30 PM

Nov 2009 30 PM

Password. Require a password to access this Test.

Password:

3 Self-assessment Options

Include this test in Grade Center score calculations.

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from instructor and the Grade Center.

If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

4 Test Feedback

Select which feedback should be displayed upon completion.

- Score**
- Submitted answers
- Correct Answers
- Feedback

6. Select the **Submit** button to save your changes.

Your quiz is no longer available! Students can still see their score in their gradebook.

For further assistance please contact BBASSIST@dau.mil.