


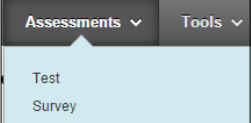
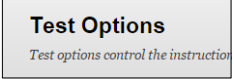
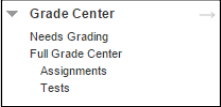


Quick Start Guide to Blackboard Assessments

Since the Fall 2015, all Montgomery College courses have a Blackboard Shell. We encourage you to use Blackboard Assessments as a Learning Tool for your students. Online tests can give you valuable data about which students are on track with their studies, and which students might need extra help. This handout will teach you how to create a simple test in Blackboard. To make the most of this quick start guide, complete the Blocks in order from start to finish to build a Test.

Ideas for using Assessments in your Blackboard Course	The 6 Steps for Creating a Test or Survey (watch the video)
<p>Online Tests can be a powerful learning tool for your students. If you use Multiple Choice, True/False, and Matching Questions, you can create a test that can be both automatically delivered to students and Graded.</p> <p>This means you can use tests to see which students are on track with their studies, and which students may need a little extra help.</p> <p>You can create weekly quizzes in Blackboard to ensure that your students come to class prepared, having reviewed your class materials.</p> <p>Once you have the material for the weekly quizzes, you might decide to pull from the questions that you have already created to create your Unit, Midterm and Final Exams. If you have enough questions, you may even develop practice Midterm and Final Exams so that students can be better prepared for your actual tests.</p> <p>Now that you have some ideas of how you can use Tests in your Blackboard Course, let's Learn to Design a simple Test.</p>	<p>There are 6 Steps when you want to Create a Test or Survey. We will briefly go over these steps, and then look at them in greater detail. When you first create a Test, only you can see it. During Step #4 You will make the test available to your students.</p> <p>#1. Create the Tests by Going to the Control Panel. In the Control Panel, you will select Course Tools, and then Test, Surveys, and Pools to Create the test. Only you as the Instructor can see the test at this point.</p>  <p>#2. Click the Test or Survey link. Fill in the name, Description, and Instructions for the Test on the Test information Field</p>  <p>#3. Create Questions for the Test. Or, if you are adding questions from a Prior Exam, Reuse the Questions.</p>  <p>#4. Add the Test to a Learning Module (Deploy the Test). Once you add the Test to the Learning Module, you will be setting up the test to be viewed by your students.</p>  <p>#5. Edit the Test Options. Here you will make the test available, choose how many times students can take the test, and set the test timer.</p>  <p>#6. Grade the Test (if using Essay or other Questions that require grading), and review the results in the Grade center.</p>  <p>We will go through each of these steps as we build a simple test.</p>

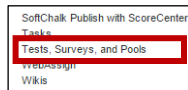
[Step#1: Create a Test in the Control Panel \(watch the video\)](#)

We will start by Creating a Test in the Control Panel. Remember that only you can see a Test that is in the Control Panel. Later, we will make the test available to our students.

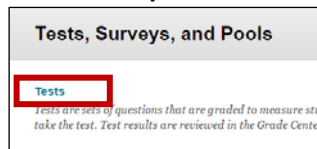
1. Access the Control Panel, and Expand the Course Tools Area.



2. In the Course Tools Area, Click the Test, Surveys, and Pools Option.

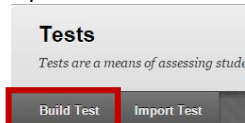


3. On the Tests, Surveys and Pools Page, click the Tests Option.



[Step#2: Add Test Description and Instructions \(watch the video\)](#)

1. On the Tests Page, select the Build Test Option.



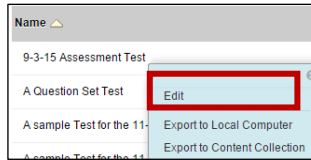
2. This opens the Test Information Page.
3. Give the test a Name. Note: A name is required for the Test. When you create a new test, be sure to avoid using quotes and other strange characters in test names. This may cause problems in your Blackboard Grade Center.



4. Give the Test a Description if desired. This will appear underneath the link for a test.
5. Give Instructions for Completing the Test. These will appear for the students on the page prior to them beginning the test.
6. Click **Submit**.
7. You will automatically be taken to the Test canvas where you can add questions during the next step.

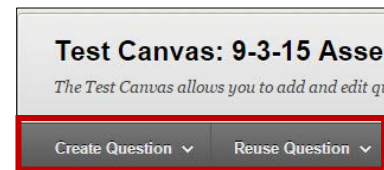
[Step#3: Create Questions for the Test \(watch the video\)](#)

On the Test Canvas you can Create Questions for your test. If you just completed Steps #1, and #2, you will automatically be on the Test Canvas.



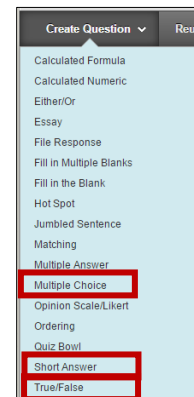
If you created a Test, and you need to Edit the Questions you have created, or add Questions, in the Tests area, click the arrow next to the test, and select Edit on the Menu that appears to enter the Test Canvas.

You add questions by selecting Either Create or Reuse Questions at the top of the Test Canvas



To Create new Questions, you will move your Mouse over the Create Question option and select one of

Blackboard's Seventeen Question types to create the test.



Click a specific question type to begin Creating that type of question.

There is a question Glossary as an appendix included at the very end of this document. You can refer to this glossary later for more information about the question types.

To Learn the mechanics of creating test questions, we recommend you choose to create simple Multiple Choice, and True / False Questions first, to Learn the basics of building a test. After you have mastered the steps involved in building a Test, you can easily learn to create additional question types.

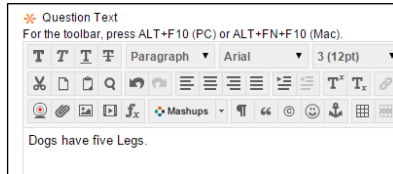
After Clicking a Question Type, you will be Taken to a page that will allow you to Create/ or Edit the Question type.

The example below is the Create/Edit Page for a True False Question.



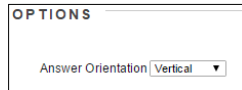
Step #3a Create Questions for a Test (True / False) (watch the video)

1. **You can skip the Question Title.** Skipping this will make the question easier to find later, as you will be able to identify it by the text of the actual question that you create.
2. In the **Question Text Field**, write the



Question.

3. In the **Options** portion of the screen, choose how you want the answers to display. **Vertical, or Horizontal. Note: The General Selection is Vertical.**



4. Select the correct answer, either True or False



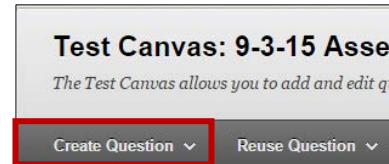
5. In the feedback section, choose the feedback that you want to appear when the question is answered. **Correct Response Feedback** will display when the student answers **correctly**. **Incorrect feedback** will display when the student **answers incorrectly**.
6. **Categories, Topics, Levels of Difficulty, Keywords** can be skipped for now. As you become more experienced with developing questions this gives you more ways to search for, and find questions to add to exams.
7. **Instructor Notes** are only for your reference as you identify questions, students will not see these notes.

Submit and Create Another

8. Click **Submit** to create this Test Question and return to the Test Canvas.

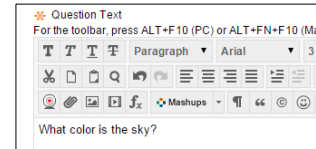
Step #3b Create Questions for a Test (Multiple Choice) (watch the video)

If you clicked **Submit** after creating a Question, you will be returned to the Test Canvas. If you want to create another type of question, move your mouse over the **Create Question** button, and select another one of the 17 Question types.



Creating a **Multiple Choice Question** is similar to Creating a **True / False Question**, with a few key additions.

Write the Question in the Question Text Field



Under Options:

Answer Numbering: Select if you want a prefix such as A, B, C in front of an answer.

Answer Orientation: Select Horizontal or vertical.

Allow Partial Credit: Decide if you will give partial credit for an incorrect answer. **Generally you would not check this option. Generally you would not be giving partial credit for an incorrect answer.**

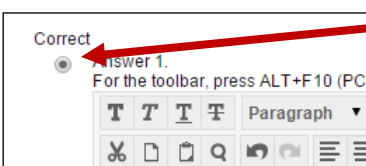
Show Answers in Random Order: This setting allows you to show the answers in a different order each time the test is given. **Highly recommended to minimize cheating.**

Answers:

Here you will write possible answers to the question. You can specify the number of answers via a dropdown:



This example has 4 multiple choice answers to the question. You can edit the number of answer choices by clicking the remove button.



You will designate the correct answer by selecting the bubble to the left of the answer as you create the question.

Click **Submit** to create this Test Question and return to the Test Canvas.

[Step #3c Create Questions for a Test \(Short Answer\) \(watch the video\)](#)

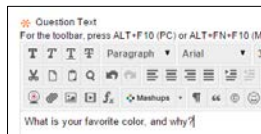
The Questions that you have created so far, Multiple Choice, and True False will be automatically graded by Blackboard when a student submits a test.

If you build tests that use questions which can be graded automatically, the scores will automatically be sent to the grade center.

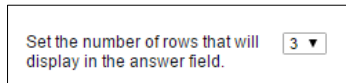
There are a few question types that require you to grade the test. These are **essay**, **file response**, **paragraph**, and **short answer**.

We are going to include one of these question types in the test, so that you can get the experience in grading these types of questions, should you choose to include them in your test.

On the Test Canvas, move your Mouse over the Create Question Option, and select **Short Answer** on the menu that appears.



Type your Question in the **Question Text** field.



In the **Answer** area, decide the number of rows that will appear for the student where they type in their answer.

In the **Answer Text** area, you can enter an example of the correct response. **Note, this will not be used to score the answer.** This is basically feedback to your students to indicate the correct answer. It is also optional.

Click **Submit** to create this Test Question and return to the Test Canvas.

[Step #3d Set Point Values for your Questions \(watch the video\)](#)

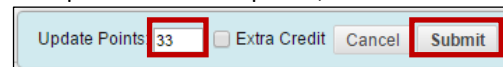
The last step in developing a test is setting a point value for the questions.

Setting Point Values one Question at a Time

1. Click the points area in the upper right hand corner of the question.

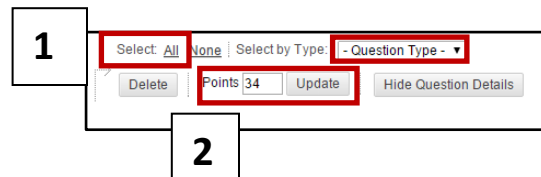


2. On the Menu that appears, type in the updated value for points, and click Submit.

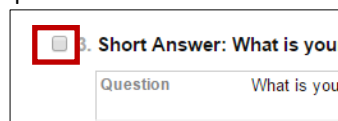


Setting Point Values for multiple questions at a time:

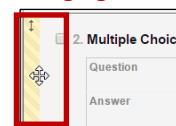
1. Click **Select all** at the top of the Question Canvas, or **Select by Type of Question**.
2. Update the Points value in the **Points Field**, and click the **update button** to apply the point value to multiple questions at once.



Alternately, you can click the check box to the left of multiple questions to apply point values to multiple questions at the same time.



Changing the order of the Questions in a Test



Move your mouse to the left of the Question. Once the border changes to yellow, you can click on the question, and **Drag it up or Down**, and then release the question to move it in another order.

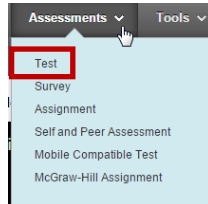
[Step #4: Add the Test to a Learning Module \(deploy the test\) \(watch the video\)](#)

Up to this point, the test is only visible to you as the instructor, and it is located in the control panel.

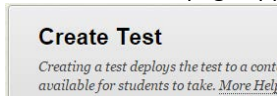
Here are the steps to link to this test in a Learning module, and make it visible to students.

Blackboard calls this process deploying the test.

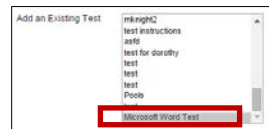
1. Click the Course Content Link.
2. Click the Learning Module where you want to add the Test.
3. Move your Mouse over the Assessments Menu.
4. Choose **Test** on the Menu that appears.



5. The Create Test page appears



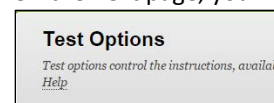
6. You have already created the test in the control Panel. Look for the test that you have created during the previous steps under the **Add an Existing Test** box.



7. Click the test to select the test.
8. Click **Submit** to begin adding the test to the learning module.

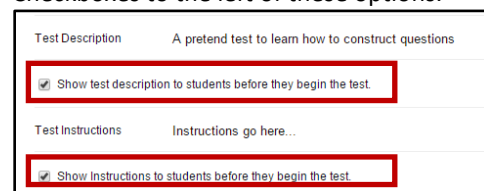
[Step #5: Set the test Options \(Part 1\) \(watch the video for Parts 1-3\)](#)

On the next page, you will set the **Test Options**.



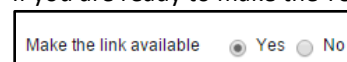
Here you will choose how the test will display to your students.

If you want your students to see the **Test Description** and **Instructions** on the screen as they take the test, click the Checkboxes to the left of these options.



Test Availability:

If you are ready to make the Test available to students, set **Make this link Available to Yes**.



Step 5: Set the Test Options (Part 2)

Multiple Attempts:

If you want to allow students **more than one attempt** to take the test, **check this setting** and **set the number of attempts**

Otherwise, leave the **setting unchecked** for a **Single Attempt**

Score Attempts using: If you are allowing multiple attempts choose whether you want to score attempts using the **Last Graded Attempt, Highest Grade, Lowest Grade, First Attempt, or the Average of all Attempts.**

Force Completion: Be careful with checking this setting. With this box checked, students must complete the test the first time the link is checked. If they accidentally close the test, or their browser crashes you will need to reset the student's test attempt manually for them to be able to take the test.

Note: In the event of browser difficulties, the test timer continues to run for the student, so it is best to leave the setting unchecked.

Set Timer: Click this Checkbox if desired, and enter a time to allot for the test in minutes.

Auto Submit:

If you set this to **OFF**, the Test will **continue to run after the test expires**. You will also need to **grade the test manually** because you will need to determine how many points to deduct because students went overtime. If you set this to **ON**, the Test will **automatically submit** after the time you specify. **Generally faculty do not want students continuing after the allotted time, so ON is the most common setting.**

Display After, Display Until:

This determines when the Test Becomes Visible to students, and when it is no longer visible to students. You should set the **Display Until** for the maximum amount of time you will give the students to take the test and then the test will no longer be visible to students.

Test Availability Exceptions:

This is where you set special time or other settings for DSS students, or a student who needed extra time, etc.

Step 5: Set the Test Options (Part 3)

Due Date: Since you have set a time when the test will no longer appear in display until, **Due Dates** are not necessary. **Note: If you use the Due Date Feature, students can still complete a test after the time has passed, it will simply be marked as late, unless you select the option "Do not Allow students to start the Test if the due date has passed."**

Due Date

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

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Self-Assessment Options: **Be that Include this Test in Grade Center score calculations is checked! Otherwise the Test scores will not be recorded in the Grade Center**

Include this Test in Grade Center score calculations
Grade Center items excluded from summary calculations are a other weighted items are not, grade weight calculations will be

Show Test Results and Feedback to students: Choose the answers and Feedback students will see when they complete the test. You may select up to two different parameters to determine when students see their score, the original test questions, and the answers they submit. As a typical example, you may decide to only choose to show students their **score per question** (or what they scored), immediately after submitting the test to prevent them from sharing the answers with their peers, and then **After Availability End Date** you might chose to show them Everything, including their **score, all answers, correct, submitted, feedback, and incorrect questions**. **You would select the different option after the Test Availability** end date, because the period of time you have given them to take the test has completed, and the test is no longer available, thus they would not be able to share answers with their peers and "cheat". See the example below.

When <small>(i)</small>	Score per Question <small>(i)</small>	Answers <small>(i)</small>	Feedback <small>(i)</small>	Show Incorrect Questions <small>(i)</small>
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Availability End Date <small>This feedback trigger will not come into effect unless a 'Display Until Date' is specified.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Test Presentation: Choose how you want the test to display to students. Typically you would display questions all at once as that is the way they would be delivered a traditional paper test. **Do not click prohibit backtracking unless you have specific reason to do so. That setting is generally reserved for High Stakes tests like SAT Exams.**

All at Once
Present the entire test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions: Checking this setting will let you choose a different order of questions for each student.

Randomize Questions
Randomize questions for each test attempt.

Click to deploy the test to a Learning Module with the Options you set on the Test Options Page.

Step #6: [Grade the Test \(set up Student Preview\) \(watch the video\)](#)

Set up Student Preview:

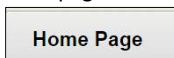
When you create a Test in Blackboard, you should always check the test as a student. A recent blackboard upgrade has added a **Student Preview Mode**. This feature works by automatically logging faculty into the course as a student.

To access Student Preview Mode:

1. Click the Student preview icon located in the upper right hand corner of the screen.



2. Since Student Preview Mode logs you on as an actual student, you will be returned to the course homepage.



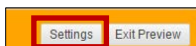
3. An orange bar across the top of the screen will indicate that you are in student preview mode.



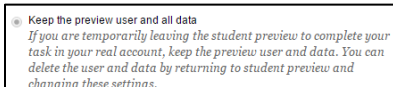
In order to preview your test, you will need to adjust the Student Preview Settings to save student preview data.

Adjust the settings to Save Preview User Data

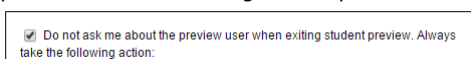
1. While in Student Preview Mode, click the settings button in the Upper Right hand corner of the screen.



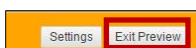
2. On the Student Preview settings screen, select the option to **keep the preview User and all Data. This will create a Preview user in the Grade Center and save the test grades so that you can experiment with your test and check the answers and scoring.**



3. Click the checkbox next to "Do not ask me about the preview user when exiting student preview."



4. Click **Save**
5. Click the Exit Preview Button in the upper right hand corner of the screen to return to Instructor View.



Now You will see a Preview User in the Grade Center when you visit the Grade Center to score your test in the next step.

Note: You may delete this user from the Grade Center, and any submissions by editing the setting again and deleting the Preview user and all data.

Step #6: [Grade the Test \(Take the Test as a student\) \(watch the video\)](#)

Take the test as a student:

Now that you are in Student Preview Mode, you will return to the course homepage.

1. Navigate to the Course Content Area.
2. Click the Learning Module where you deployed the test in the previous step
3. Take the Test as a student by clicking the



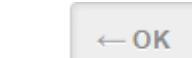
4. Answer your Questions.
5. If you would like to see which questions you have completed, you can expand the Question Completion Status bar.



6. When you are ready to submit the test, click the Save and Submit



7. Click **← OK** to view the Test Results. This is helpful to you because you will see the same feedback your students will see when they complete the test.



8. Click the Exit Preview Button in the upper right hand corner of the Screen to Exit Student Preview Mode.



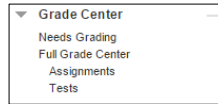
9. You are now back in instructor mode, where you can Grade the Test if necessary if you have allowed the test to continue after the time has expired, or you have included questions that require manual grading.

Step #6: Grade the Test (watch the video)(Review Results in the Grade Center)

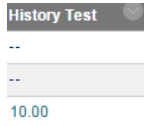
Review Results in the Grade Center:

Now let's Grade the test. Grading the test is only necessary if you have allowed the test to continue after the time has expired when setting the test options, or you have included questions that required manual grading.

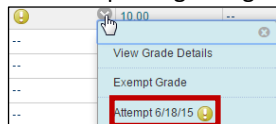
1. Expand the Grade Center.
2. Click the Full Grade Center link.



3. Navigate to the column of the Grade Center with the current Grade attempt.
4. If the test is automatically graded, a grade will appear in the column.



5. If there are attempts to be scored they will appear with an exclamation point in the column.
6. Click the arrow to the right of the attempt to open the Grading Menu.
7. Click the attempt on the menu that appears to open that attempt for grading.



8. Any question that needs to be scored manually, short answer, fill in the blank, or Essay Questions will appear with a line beside the total number of points to the right of the question.
9. Enter a value in this field to score each question with a line.



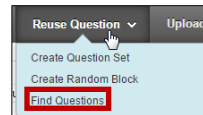
10. Click **Submit** to score the test.
11. Navigate to the Test column in the Grade Center to check the score.

Reusing Questions from another test (watch the video)

Blackboard will let you reuse questions from another test. This is helpful if you would like to use a question that you have already created on a new test. To reuse questions from a previous test, create a new test, or edit an existing test and go to the Test Canvas.

To reuse Questions from another test:

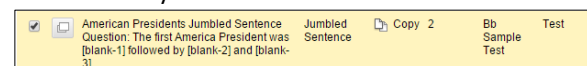
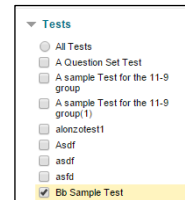
1. Move your Mouse over Reuse Question menu.
2. Select the Find Questions Option on the menu that appears.



3. The Find Questions window will open.

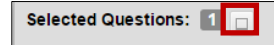


4. Use the options on the **Browse Criteria** feature on the left of the find questions window to search for questions by **Pool, Test, or Question Type**. For example, if I knew the Question that I wanted to reuse was in the Bb Sample test, I would click the Checkbox beside that option under the Tests section.
5. The questions available to reuse in the test will appear in the **Criteria Summary** Section.
6. Click the checkbox to the left of the question that you would like to reuse.

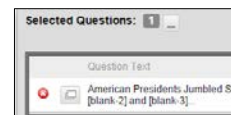


7. Note, you can select more than one question at a time (if applicable) by clicking the checkbox to the left of the question.

Questions that you have selected will be saved in the Selected Questions basket.



8. Click the square beside selected questions to open a window where you can view the questions you have selected.



9. Click **Submit** submit button to add the question(s) to your test.

Step #7: Put it all together

After completing the six steps for creating a test you should have a pretty good idea of how the Blackboard testing tool functions. During this step, **put your knowledge to the test**, to **build an additional test in Blackboard**. As you build this second test, incorporate the following features to be sure you are able to use the functions you will need to build a test:

1. Reuse one or more questions from the first test that you created. (For more information see [Reusing questions from another test](#)).
2. **Create one or two additional question** types that you did not create the first time you built a Blackboard test. **For more information about the question types** see the [Question Glossary](#) at the end of the document.
3. Change the order of the questions in the test once they are added to the test canvas. (For more information [Step #3d Set Point Values for your Questions](#)).
4. Change the point values of one or more questions that you added to the test canvas (For more information [Step #3d Set Point Values for your Questions](#)).
5. Deploy the test in a Learning Module. (For more information [Step #4: Add the Test to a Learning Module \(deploy the test\)](#)).
6. Set the Test Options for the time of the test, test results and feedback. [Step #5: Set the test Options](#)
7. Take the test as your Preview Student. (For more information [Step #6: Grade the Test \(Take the Test as a student\)](#))
8. Review the Preview Student Score in the Grade Center. [Step #6: Grade the Test \(Review Results in the Grade Center\)](#)
9. If you included one or more of the three question types that require manual grading, Grade the Test.

Congratulations, you have mastered the Basics of creating tests. Continue on the next page to learn about advanced features for instructors building tests, Question Sets, and Exporting and Importing Tests.

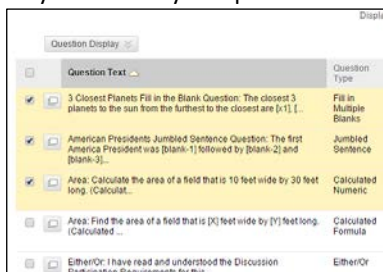
Advanced Testing Features

These features are not necessary to learn in order to build a simple test in Blackboard. However these features are nice to learn if you would like to be able to do more with Blackboard tests. Advanced features include using Question sets to pull a smaller number of randomized questions from a smaller Question Pool, and Exporting a Test from one Course, and importing it into another course.

1. [Creating a Question Set \(watch the video\)](#)

Blackboard will allow you to create a question set, where you can select a random number of questions from a larger group so that each student can receive a unique test.

1. **Create or Edit a Test.**
2. On The Test Canvas move your mouse over the **Reuse Questions** menu.
3. Select the **Create Question Set** option on the menu that appears.
4. Use the options on the **Browse Criteria** feature on the left of the find questions window to search for questions to add to your set by **Pool**, **Test**, or **Question Type**. For example, if I knew the Question that I wanted in my Question set was in the Bb Sample test, I would click the Checkbox beside that option under the Tests section.
5. The questions available to add to a question set will appear in the **Criteria Summary** Section.
6. Click the checkbox to the left of the questions that you want in your question set



7. Click the **Submit** button to add these questions to your set.
8. Your question set will be added to the test.

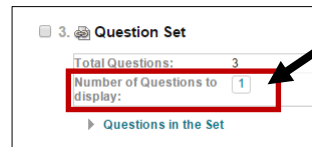


2. [Editing a Question set \(watch the video\)](#)

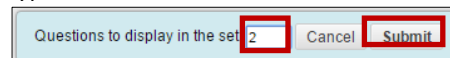
When you create a Question set, you will need to edit the number of questions that you want to display out of that group of questions.

The default number of questions to display will be set to one question out of the entire set.

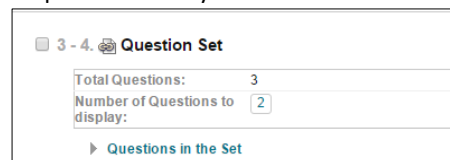
To change this number, click the Number of Questions to display field.



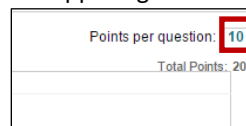
In the Questions to Display in the set field that appears, type the new value, and click submit.



Your question set will be updated with the new number of questions that you have selected.



To change the number of points that are awarded to the questions in the set, edit the points per question in the upper right hand corner of the question.



Note: Each Question in a set is awarded the same number of points. In the example to the right, there are two questions selected out of the set, and each question is worth 10 points. **When you create question sets, you should group together questions of like value for the set. Since you can create several sets for the same test, you might choose to create one Question set for True/False Questions, a second for Multiple Choice Questions, and a third for short answer questions, since these questions often have different point values.**

Exporting and Importing Quizzes from one Course to Another

Blackboard allows you to copy a course from one site to another. If you copy your course correctly, by checking all recommended settings, all of the tests that you create in one site will be copied to the other course.

However, you can only copy a course once. Copying a course more than once leads to a messy course site with many duplicate files, tests, discussions, etc.

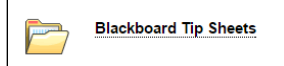
There are times that you may create a test in one course, and want to use this test in another course **after you have copied the course for the semester.**

In this case, Blackboard will allow you to export the test from one course, and import the test into another course. There are directions on this process along with several other useful handouts in the Blackboard Learning Center, in the Tip Sheets area.

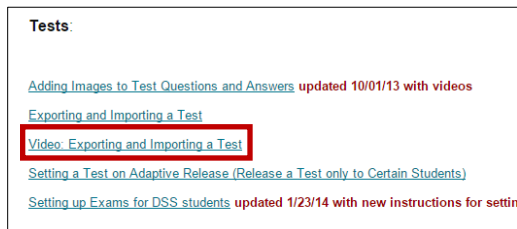
For directions on Exporting and Importing Tests, Visit the Course Content area of the Blackboard Learning Center.



In the Course Content area, Click the Tip Sheets Folder.



Scroll Down to the Tests area, and view the Directions for Exporting and Importing a Test.



Uploading Questions from Microsoft Word

The most efficient way to get questions that you have already created from Microsoft Word is to use software that can translate the questions from Word into a format that Blackboard can understand. After the software performs the translation of the questions, it will either give you a file that you can import into Blackboard, or will allow you to connect to Blackboard and Import the Test directly into your course.

To convert your Microsoft Word test into a type of format that Blackboard can understand, you will have to format the Microsoft Word File with special characters that denote where the question text begins, and what the answer to the question is.

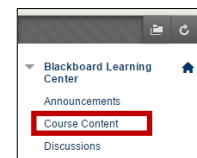
A typical example of formatting for a multiple choice question is below.

Title: Speed of Light
3) Who determined the exact speed of light?
a. Albert Einstein
*b) Albert Michelson
c) Thomas Edison
d. Guglielmo Marconi

The file should only contain Questions, and answers, and no extraneous information such as headers, footers, and page numbers.

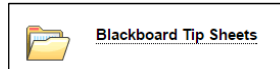
The college has a license for software called Respondus that handles the translation of Microsoft Word Tests to a format that Blackboard can understand.

Respondus also has the ability to “communicate” with your Blackboard course and import the test directly into the tests area.



Visit the Course Content area of the Blackboard Learning Center.

In the Course Content area, Click the Tip Sheets Folder.



Scroll Down to the Respondus area for more information.



Question Glossary

Click the link to the question name to view a tutorial that will show you how to create each question type. Then, create the questions that interest you, and add them to the test. All of these questions were included in the sample test you were directed to take at the beginning of the course, with the exception of questions noted with an asterisk *. These questions were not included in the Sample Quiz you took because they need to be graded manually by an instructor.





1. Calculated Formula Questions	A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.
2. Calculated Numeric Response Questions	This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.
3. Either/ Or Questions	Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers
4. * Essay Questions	Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.
5. * File Response Questions	Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually.
6. Fill in Multiple Blanks Questions	This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.
7. Fill in the Blank Questions	Fill in the Blank questions consist of a phrase or a sentence with a blank space indicating that the student should provide the word(s). Answers are scored based on a correct match. You can require student's answers to match exactly, contain part of the correct answer, or match a pattern that you specify. You choose whether or not the answer is case sensitive.
8. Hot Spot Questions	Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
9. Jumbled Sentence Questions	Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.
10. Matching Questions	Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.

11. Multiple Answer Questions	Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20.
12. Multiple Choice Questions	Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.
13. Opinion Scale/ Likert Questions	Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
14. Ordering Questions	Ordering questions require users to provide an answer by selecting the correct order of a series of items.
15. Quiz Bowl Questions	Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.
16. * Short Answer Questions	Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.
17. True/ False Questions	True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.

Question glossary reprinted from Blackboard Getting Started with Building a Test [Blackboard Learn].

Who to Contact with Questions?

The ELITE instructional designers below provide support for faculty using Blackboard during regular MC business hours 8:30 to 5:00 PM. There is also a book it now feature for faculty to schedule an appointment to receive customized support.

<p>Germantown</p> 	<p>Tom Cantu Instructional Designer Phone: 240.567.6006 Email: Tom.Cantu@montgomerycollege.edu</p>
<p>Rockville</p> 	<p>Michele Knight Instructional Designer Phone: 240.567.1733 Email: Michele.Knight@montgomerycollege.edu</p>
<p>Takoma Park</p> 	<p>Alison Yu Instructional Designer Phone: 240.567.1392 Email: alison.yu@montgomerycollege.edu</p>
<p>Book Now</p> 	<p>Use the Book now button to access a calendar for personal Blackboard help and assistance.</p> <ul style="list-style-type: none"> • Hours are: Monday – Friday between 8:30 AM to 4 PM. • Get help with tricky tech support issues. • Receive customized support learning to use Blackboard tools • Ramp up and quickly learn to create tests, use the Grade Center, etc. <p>To book now, use the Book now button on the portal page. The url is: https://facultybbsupport.youcanbook.me/</p>

Support for MC Students Using Blackboard / Support for Faculty after Regular Business Hours

Students needing support with Blackboard can call the Blackboard helpdesk at 240-567-7222. After calling the main switchboard, they should select the option for assistance with Blackboard.

Faculty needing support with Blackboard after regular business hours can also call the 24 / 7 helpdesk at 240-567-7222.