



LEARN.UQ: QUIZZES, TESTS AND EXAMS

Trainer: eLearning Systems and Support team



Table of Contents

Overview – How can I use Blackboard tests in my course?	9
Formative Tests	9
Course Pre-Test	9
Pre lecture reading Test.....	9
Summative Tests	9
Using the Become Student tool	10
Making your course available.....	10
Set Availability	10
Adding dummy students.....	11
Using the Become student tool	12
Viewing the course as a student	12
Return to instructor view	13
Instructor marked questions	14
Creating a Test.....	15
Multiple choice	17
Example question	17
Select question type.....	17
Question.....	17
Options.....	18
Answers	18
Feedback	19
Categories and Keywords	20
Instructor Notes.....	21
Multiple choice (with images)	22
Change image settings	22
Question.....	23
Options.....	24
Answers	24
Feedback	25
Multiple Answer question	26
Example question	26
Select question type.....	26
Question.....	27

Options.....	27
Answers	28
Multiple Answer question (partial credit).....	29
Example question	29
Change question settings.....	29
Select question type.....	30
Question.....	30
Options.....	31
Answers	32
True/False Question.....	34
Question.....	34
Answers	35
Matching Question	36
Question.....	36
Options.....	36
Questions.....	37
Answer Order.....	37
Reuse questions	39
Find questions.....	39
Selecting pools.....	39
Selecting tests.....	40
Select other search criteria	40
Select questions.....	40
Question Options (show/hide, change points, reorder)	41
Access test.....	41
Show / Hide question details.....	41
Change the points of an individual question.....	42
Change the points of multiple questions	42
Reorder questions.....	43
Deploy a test	44
Add Test link to a Content Area	44
Add Test.....	44
Test Information	45

Test Availability	45
Test Announcement.....	46
Multiple Attempts	46
Force Completion	46
Set Timer	46
Display after.....	47
Password	47
Test Availability Exceptions (optional).....	47
Example 1: Setting a group of students a different test timer.....	47
Example 2: Setting a student a different test availability	48
Due date (optional)	49
Self-assessment Options	50
Show Test Results and Feedback to Students	50
Test Presentation	51
Presentation Mode.....	51
Randomise Questions.....	51
Submit.....	51
Informing students	52
Settings information	52
Test tips	52
AskIT.....	52
Editing Tests	53
Pools overview	54
Examples of use	54
Questions in a pool	55
Pool restrictions	55
Pool questions in deployed tests.....	55
Create a Pool	56
Overview	56
Create a Pool	56
Pool Information	57
Add questions	58
Question options (show/hide, change points, reorder)	58
Submit the pool	58
Hot Spot question.....	60
Example question	60

Select question type.....	60
Question.....	60
Upload image.....	61
Submit Information.....	61
Answers	61
Calculated numeric.....	63
Example question	63
Select Question Type.....	63
Question.....	63
Answer	64
Submit.....	64
Calculated formulas.....	65
Steps.....	65
Example question	65
Question.....	66
Answer Formula.....	67
Options.....	67
Submit Information.....	67
Define Variables.....	68
Answer Set Options	68
Submit Information.....	68
Edit Answer Sets.....	69
Submit.....	69
Fill in the Blank Question.....	70
Example question	70
Select question type.....	70
Question.....	71
Answer	71
Submit.....	72
Ordering Question	73
Example question	73
Select question type.....	73
Question.....	73
Options.....	74

Answers	74
Submit Information	75
Answer Order	75
Submit	76
Essay (Short Answer) Question	77
Example question	77
Select question type	77
Question	77
Answer	78
Rubrics	78
Instructor Notes	79
Submit	79
Marking	79
File Upload Question	80
Example question	80
Select question type	80
Question	80
Answer	80
Rubrics	81
Submit	81
Marking	81
Other Question types	82
Jumbled sentence	82
Fill in multiple blanks	82
Create a test using a Random Block	83
Using one random block	83
Using more than one Random Block	85
Export and Import tests	86
Export	86
Import	87
Export and Import pools	89
Export	89
Access the pool	89
Import	90

Further Resources.....	92
Technical Support	92
eLearning Solutions Service	92
ITaLI Teach Assist	92
Faculty Educational Designers.....	92
eLearning Resources.....	92
eLearning Newsletter	92
UQ eLearning Twitter	93
Pedagogical Resources	93
Student Resources	93
eLearning Workshops	93
ITaLI Workshops.....	93
Custom Workshops.....	93

Overview – How can I use Blackboard tests in my course?

Blackboard uses the term “test” for all online quizzes, tests and exams.

Formative Tests

Course Pre-Test

- Check students' current understanding of the course content.
- Check student retention of prerequisite material.
- Give students a preview of the content to be covered.

Pre lecture reading Test

- Ensure pre lecture reading is completed.
- Identify student misconceptions.
- Allow more time in teaching session to cover problem solving, content application, and elaboration of content and student misconceptions.

Summative Tests

- Post module/topic test.
- Mid semester and Semester exams (Invigilated and Non Invigilated).

Using the Become Student tool

This tool allows you to view your course as a student. The tool can be used to test interactive tools such as tests and to check what your students are able to see in *My Grades*.

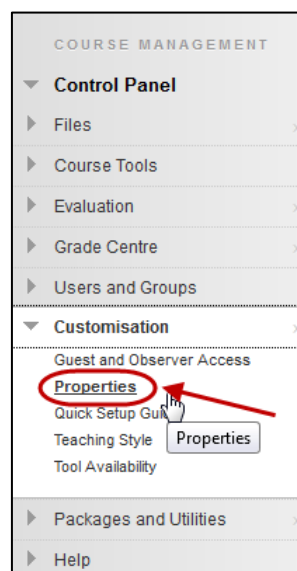
You need to complete the following three steps to use the tool.

1. Make the course available.
2. Add Dummy students.
3. Use Become student tool.

Making your course available

By default courses are not available to students when they are first created. To make your course visible to students you need to change the **Availability** setting.

- From the **Control Panel** select **Customisation > Properties**.



Set Availability

- Select the **Yes** radio button for the setting **Make Course Available**.

Properties

** Indicates a required field.*

Cancel
Submit

1. Name and Description

* Course Name

Course ID TEST0012N_6420_12345

Description

ABC

☒

Template for Blackboard 9 - minimum presence - in 2013

Character count 54

Term Semester 1, 2014

2. Classification

Subject Area Education

Discipline Higher Education

3. Set Availability

Make Course Available

☒ Yes
☐ No
☐ Use Term Availability
(Semester 1, 2014 is Available)

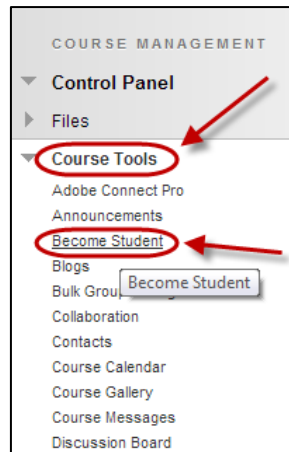
- Click the **Submit** (Submit) button.

Tip: Remember to turn availability **Off** again after you finish testing, if you are still preparing your course.

Adding dummy students

The tool works with the dummy students **nc_student1** and **nc_student2**. These dummy students may be added to any course.

- From the **Control Panel** select **Course Tools > Become Student**.



- By default both dummy students **nc_student1** and **nc_student2** are selected to be enrolled.

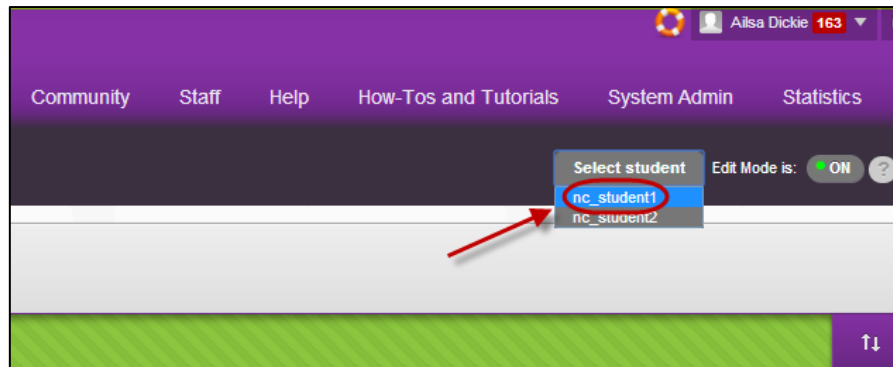
Note: The groups the dummy students belong to are highlighted.

- Click on the **Submit** (Submit) button.

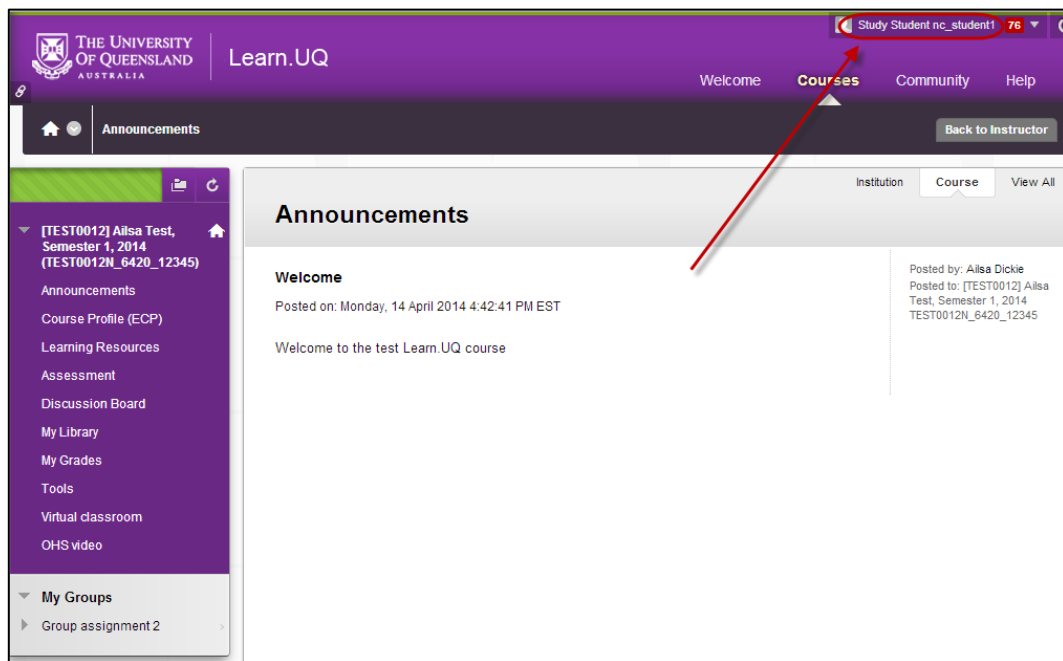
Using the Become student tool

Viewing the course as a student

- Click on the **Select student** (Select student) button.
- Select the required student from the drop down list.

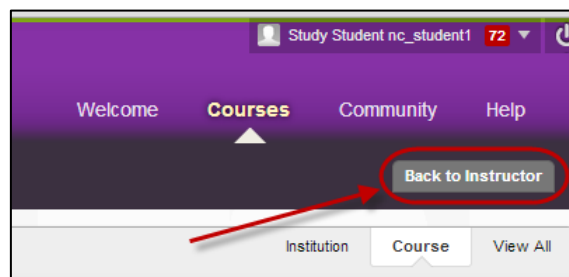


- The course will now be displayed in student view.



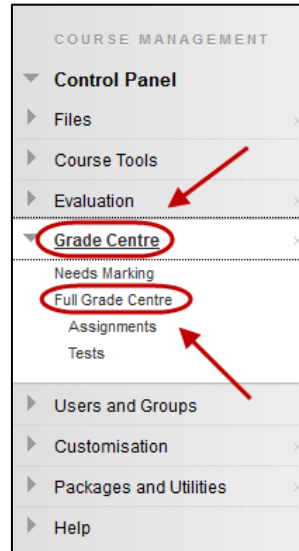
Return to instructor view



- Click on the **Back to Instructor** (Back to Instructor) button.

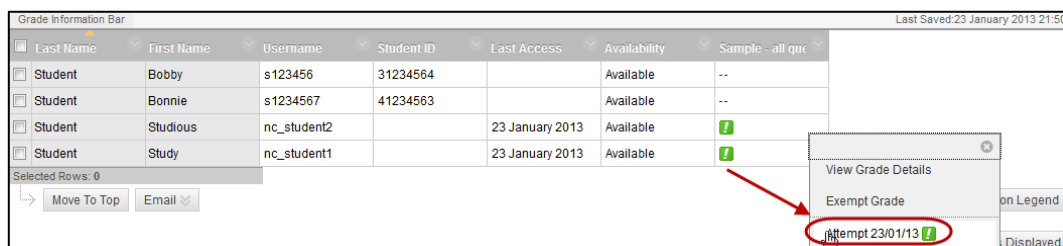


Instructor marked questions

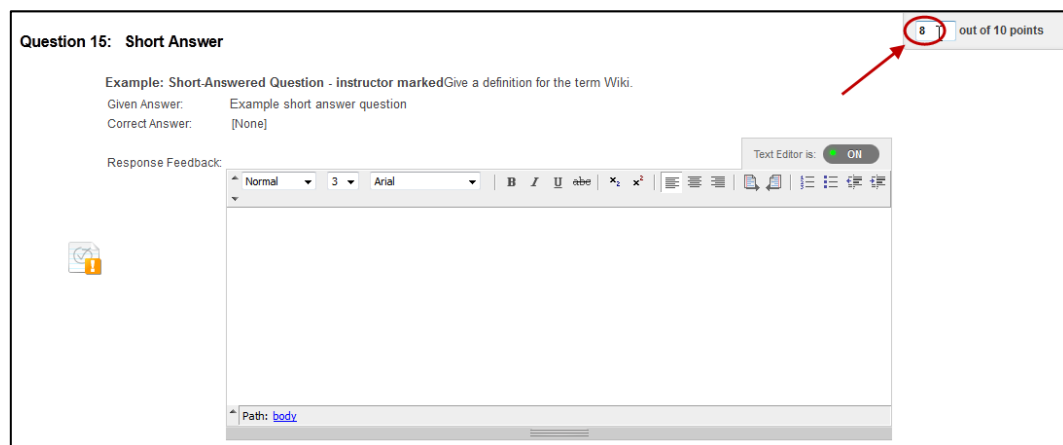
- From the **Control Panel**, select **Grade Centre > Full Grade Centre**



- Hover over the  (marked) icon of the required student.
- Click the  (arrow) button.
- Select **Attempt** from the drop down menu.



- Scroll to last three questions and enter marks for each question.



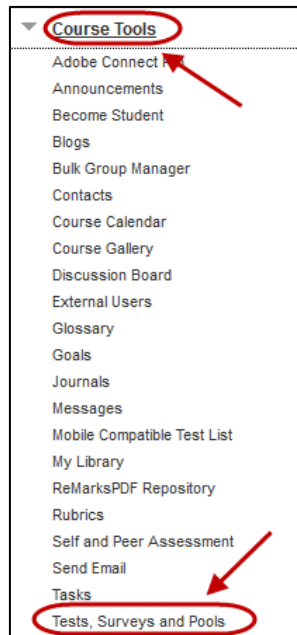
- Click on the **Save and Next** (Save and Next) button to mark the next student.

Creating a Test

There are three steps to creating a test:

1. Create the test.
2. Add questions to the test.
3. Deploy the test.

- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**



- Click on the **Test** link.

Tests, Surveys and Pools

Tests

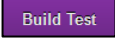
Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not graded automatically.

Surveys

Surveys are not marked. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder so that students may respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

- Click on the  (Build Test) button.

Tests

Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name ▲	Deployed	Date Last Edited
Sample - all question types	Learning Resources	23 January 2013 21:25

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

- Enter a descriptive name for the test in the **Name** textbox.
- Enter further information in the **Description** textbox.
- Enter instructions for the students on completing the test in the **Instructions** textbox.

1. Test Information

✱ Name

Description

Normal 3 Arial B I U abc x₂ x²

This quiz covers the content of week 1. The test is not assessable is designed to give you feedback on your progress.

Path: [body](#)

Instructions

Normal 3 Arial B I U abc x₂ x²

Use this test throughout the semester to review the content of week 1.

- Click on the [Submit](#) (Submit) button.

Test Canvas: Week 1 quiz ▼

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions and review the test. [More Help](#)

Create Question ▼ Reuse Question ▼ Upload Questions Question Settings

Description	This quiz covers the content of week 1. The test is not assessable is designed to give you feedback on your progress.
Instructions	Use this test throughout the semester to review the content of week 1.
Total Questions	0
Total Points	0

Select a question type from the Create Question drop-down list.

Multiple choice

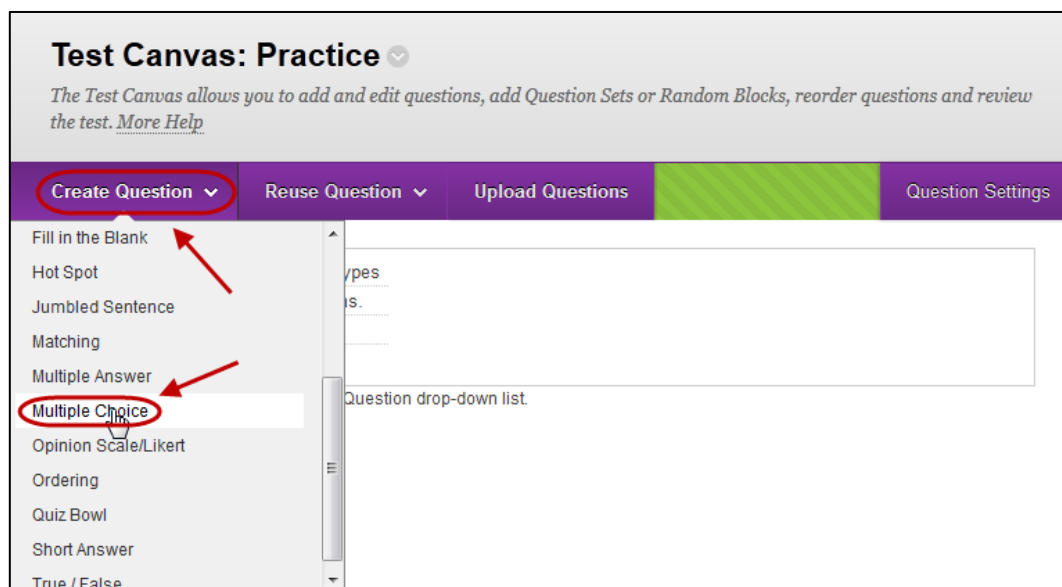
Example question

Which living bird lays the world's smallest egg?

- a. **Bee Humming Bird**
- b. Hornbill
- c. Gulls
- d. Woodpecker

Select question type

- Click on the **Create Question** (Create Question) button.
- Select **Multiple Choice** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Question Title

* Question Text

Normal 3 Arial B I U x₂ x²

Which living bird lays the world's smallest egg?

Path: [body](#)

Options

- Enter the required Options.
 - **Answer Numbering:** Choose the same option always.
 - **Answer Orientation:** Vertical may be more suitable in a survey.
 - **Allow Partial Credit:** Not relevant for multiple choice questions.
 - **Show answers in random order:** Useful to help stop cheating in summative assessments.

2. 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 ☐

Show Answers in Random Order ☒

Answers

- Select the required from the **Number of Answers** drop down list. OR
- Click on the (Remove) button to delete a question.
- Enter each answer in a separate **Answer** textbox.
- Select the radio button for the correct answer.

3. Answers

Select the number of answer choices, fill in the fields with possible answers and select the correct answer.

Number of Answers 4

Correct ☒

Answer a.

Normal 3 Arial B I U abc x₂ x²

Bee Humming Bird

Path: [body](#)

Remove

Feedback

- Giving specific feedback is optional. The default is Correct / Incorrect.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Normal 3 Arial B I U abc x₂ x²

Add optional feedback here.

Path: [body](#)

Incorrect Response Feedback

Normal 3 Arial B I U abc x₂ x²

Add optional feedback here.

Categories and Keywords

Adding categories and keywords to questions, allows you to search for your tests and pools for questions by topic etc.

To add a new Category / Topic / Level of Difficulty / Keyword:

- Click on the (Add) button.
- Click on the (OK) button.

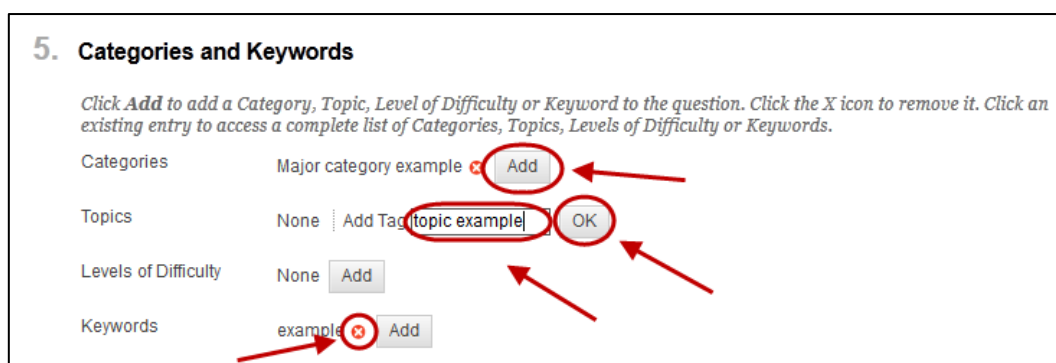
To delete a Category / Topic / Level of Difficulty / Keyword:

- Click on the (Delete) button.

5. Categories and Keywords

*Click **Add** to add a Category, Topic, Level of Difficulty or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty or Keywords.*

Categories	Major category example <input type="button" value="X"/> <input type="button" value="Add"/>
Topics	None Add Tag <input type="text" value="topic example"/> <input type="button" value="OK"/>
Levels of Difficulty	None <input type="button" value="Add"/>
Keywords	example <input type="button" value="X"/> <input type="button" value="Add"/>



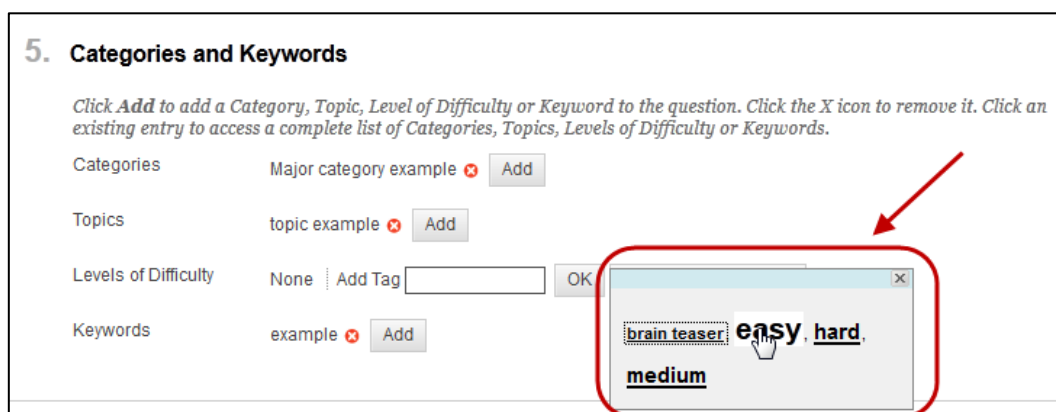
To add an existing Category / Topic / Level of Difficulty / Keyword:

- Click on the (Choose from Existing) button.
- Select a word from the drop down list.

5. Categories and Keywords

*Click **Add** to add a Category, Topic, Level of Difficulty or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty or Keywords.*

Categories	Major category example <input type="button" value="X"/> <input type="button" value="Add"/>
Topics	topic example <input type="button" value="X"/> <input type="button" value="Add"/>
Levels of Difficulty	None Add Tag <input type="text"/> <input type="button" value="OK"/>
Keywords	example <input type="button" value="X"/> <input type="button" value="Add"/>



Instructor Notes

- Notes added in the **Instructor Notes** text box cannot be viewed by students.

6. Instructor Notes

Instructor Notes

The question content is covered in the first lecture.

Submit

- Click on the **Submit** (Submit) button.

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑↓

Description	This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.
Instructions	Use this test throughout the semester to review the content of week 1.
Total Questions	1
Total Points	10

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

→ Delete Points Update Hide Question Details

1. **Multiple Choice: Smallest egg: Which living bird lays the world's s...** Points: **10**

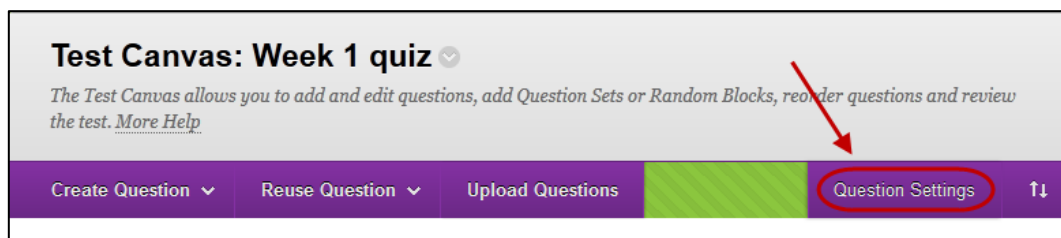
Question	Which living bird lays the world's smallest egg?
Answer	<input checked="" type="radio"/> a. Bee Humming Bird <input type="radio"/> b. Hornbill <input type="radio"/> c. Gulls <input type="radio"/> d. Woodpecker

Multiple choice (with images)

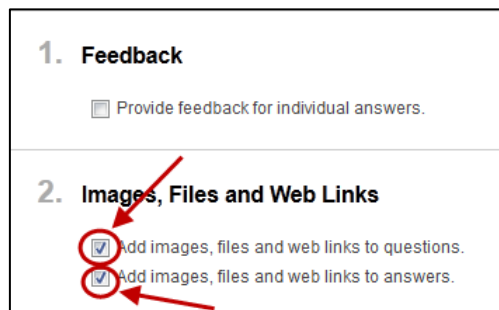


Change image settings

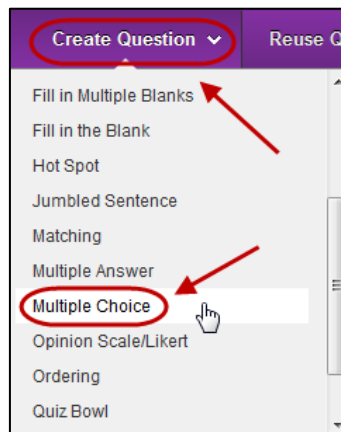
- Click on the **Question Settings** (Question Settings) button.



- Check the checkbox **Add images, files and external links to questions.**
- Check the checkbox **Add images, files and external links to answers.**



- Click on the **Create Question** (Create Question) button.
- Select **Multiple Choice** from the drop down list.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.
- **File:** Click on **Browse...** (Browse) and select the required image file.
- **Action:** Select **Display image with the page** from the drop down list.

1. Question

Question Title

✱ Question Text

Normal 3 Arial B I U abc x₂ x²

Which is the Australian flag?

Path: [body](#)

File **Browse...**

Action **Display image within the page**

Web Link

Link Name

Options

2. Options

Answer Numbering: Lowercase Letters (a, b, c)

Answer Orientation: Vertical

Allow Partial Credit: ☒

Show Answers in Random Order: ☒

Answers

- Select 4 from the **Number of Answers** drop down list.
- Enter each answer in a separate **Answer** textbox.
 - **File:** Click on **Browse...** (Browse) and select the required image file.
 - **Action:** Select Display image with the page from the drop down list.
- Select the radio button for the correct answer.

3. Answers

Select the number of answer choices, fill in the fields with possible answers and select the correct answer.

Number of Answers: 4

Correct: ☒

Answer a.

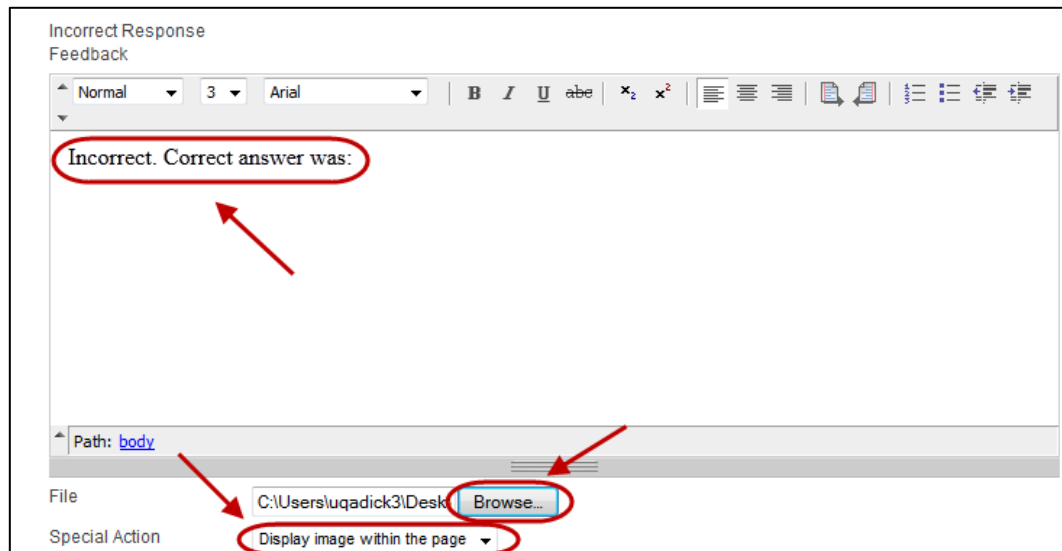
Path: body

File: C:\Users\luqadick3\Desktop

Special Action: Display image within the page

Feedback

- To include an image in the feedback:
 - **File:** Click on (Browse) and select the required image file.
 - **Special Action:** Select Display image with the page from the drop down list.



- Click on the (Submit) button.

Multiple Answer question

Example question

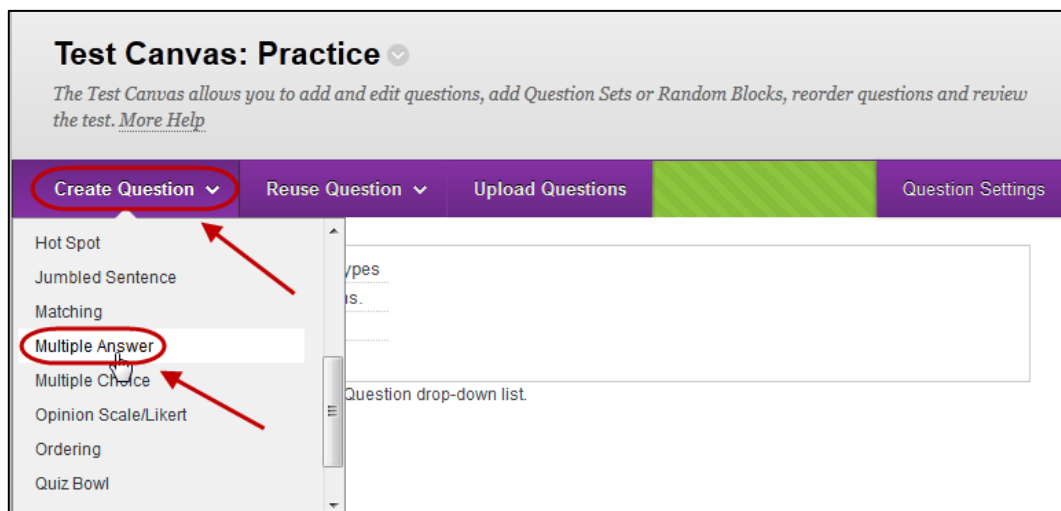
Which of the following are usually required when referencing a source?

- a. year of publication
- b. title of work
- c. number of words
- d. author's name
- e. abstract

Note: The below example does not allow students to receive partial marks. i.e. Students will receive full marks if they select only the correct answers. Refer to the guide *Multiple answer question (partial marks)* if you want to allow partial marks.

Select question type

- Click on the  (Create Question) button.
- Select **Multiple Answer** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Question Title: Referencing a source

Question Text: Which of the following are usually required when referencing a source?

Options

- Enter the required Options.
 - **Answer Numbering:** Choose the same option always.
 - **Answer Orientation:** Vertical may be more suitable in a survey.
 - **Allow Partial Credit:** Students receive partial marks for each correct answer.

Warning: Students will not have marks deducted for incorrect answers. i.e. If students select all answers (including incorrect answers) they will receive full marks. Refer to the guide *Multiple answer question (partial marks)* if you want to allow partial credit.

- **Show answers in random order:** Useful to help stop cheating in summative assessments.

2. Options

Answer Numbering: Lowercase Letters (a, b, c)

Answer Orientation: Vertical

Allow Partial Credit: ☐

Show Answers in Random Order: ☒

Answers

- Select the required from the **Number of Answers** drop down list. OR
- Click on the **Remove** (Remove) button to delete a question.
- Enter each answer in a separate **Answer** textbox.
- Select the checkbox for the correct answers.

3. Answers

Number of Answers 4

Correct ☒

Answer a.

Year of publication.

Path: p Words:3

Remove

- Click on the **Submit** (Submit) button.

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑↓

Description Different question types

Instructions Answer all questions.

Total Questions 1

Total Points 10

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

Delete Points Update Hide Question Details

Points: **10**

1. Multiple Answer: Referencing a source: Which of the following are usually n...

Question Which of the following are usually needed to refer a source?

Answer

- ☒ a. Year of publication
- ☒ b. Author's name
- ☒ c. number of words
- ☒ d. Title of work
- ☐ e. abstract

Multiple Answer question (partial credit)

Example question

Which of the following are usually required when referencing a source?

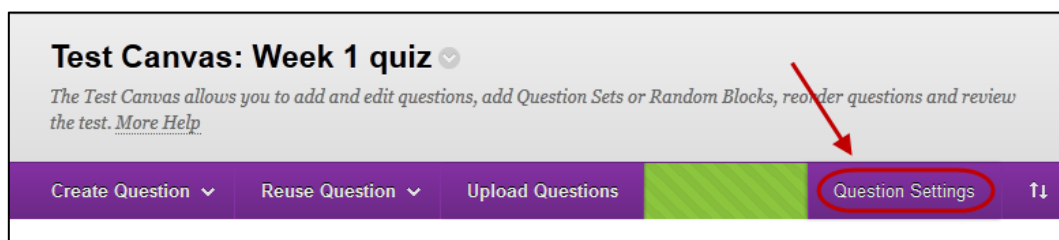
- a. year of publication
- b. title of work
- c. number of words
- d. author's name
- e. abstract

Note: The below example allows students to receive partial marks. i.e. Students will receive part marks if they select only some of the correct answers.

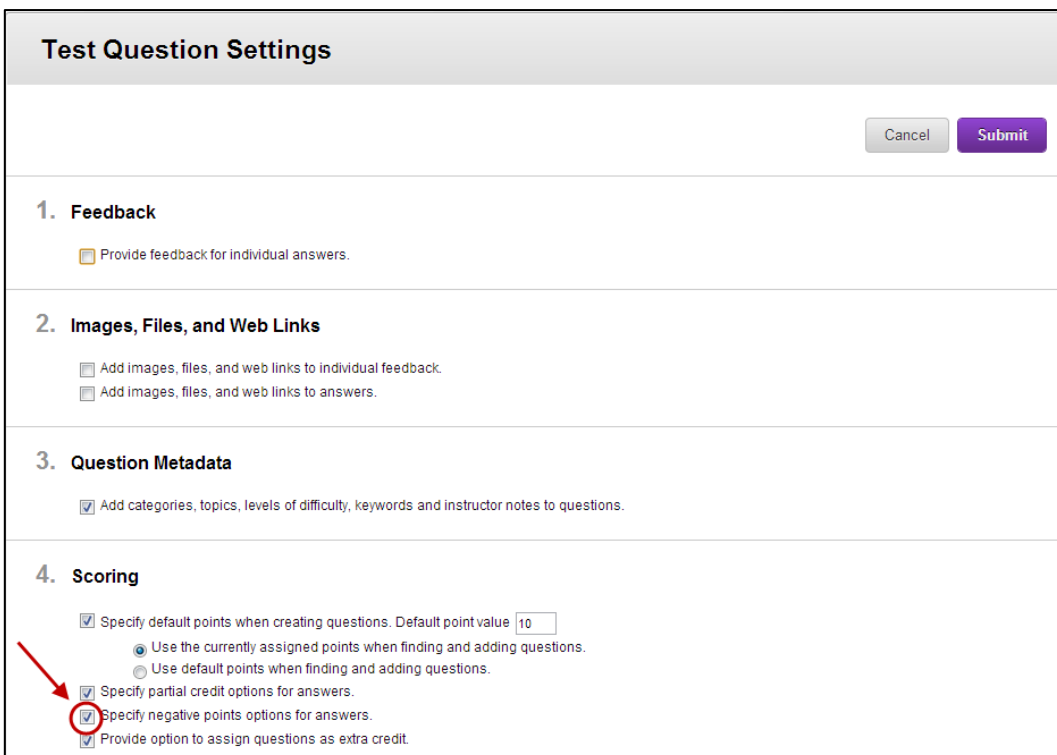
Change question settings

To ensure students do not receive full marks if they select all answers (where some answers are incorrect) you will need to turn on negative marking.

- Click on the  (Question Settings) button.

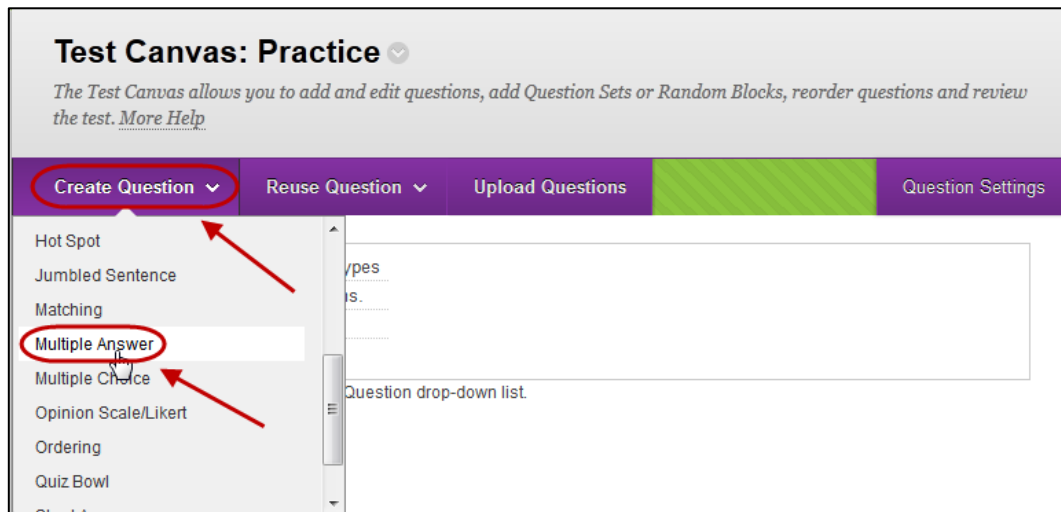


- Check the checkbox **Specify negative points options for answers.**

The screenshot shows the 'Test Question Settings' form. It has a 'Cancel' button and a 'Submit' button at the top right. The form is divided into four sections: 1. Feedback, 2. Images, Files, and Web Links, 3. Question Metadata, and 4. Scoring. In the Scoring section, the 'Specify default points when creating questions' checkbox is checked, with a default point value of 10. Below it, the 'Specify partial credit options for answers' checkbox is checked and highlighted with a red circle and a red arrow. The 'Specify negative points options for answers' checkbox is also checked. The 'Provide option to assign questions as extra credit' checkbox is checked.

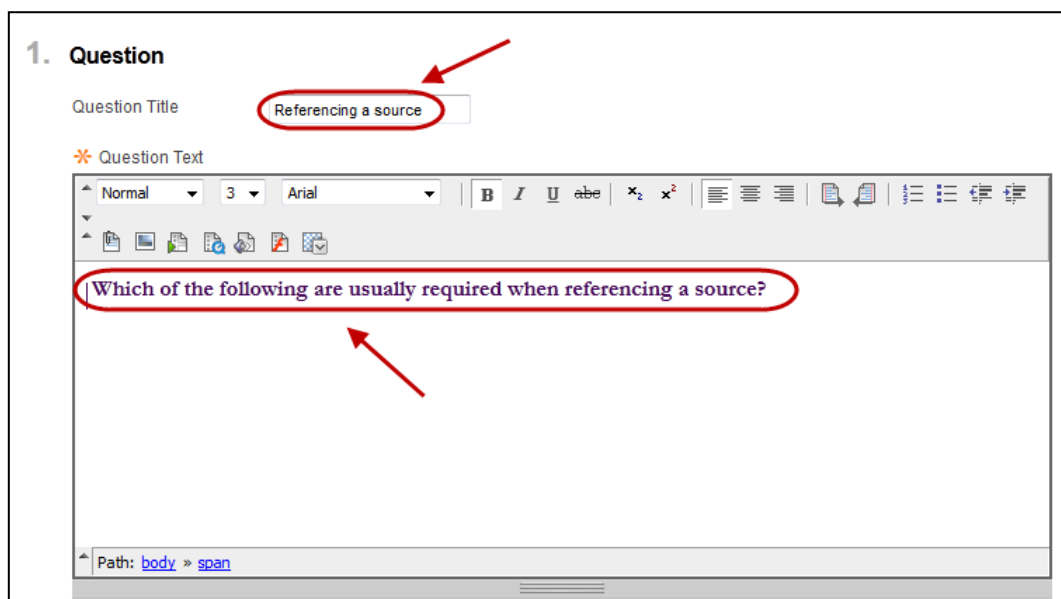
Select question type

- Click on the **Create Question** (Create Question) button.
- Select **Multiple Answer** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.



Options

- Enter the required Options.
 - **Answer Numbering:** Choose the same option always.
 - **Answer Orientation:** Vertical may be more suitable in a survey.
 - **Allow Partial Credit:** Students receive partial marks for each correct answer.
 - **Allow Negative Scores for Incorrect Answers:** DO NOT select this option as it could cause students to receive a negative mark for the question.
 - **Show answers in random order:** Useful to help stop cheating in summative assessments.

2. Options

Answer Numbering: Lowercase Letters (a, b, c)

Answer Orientation: Vertical

Allow Partial Credit: ☒

Allow Negative Scores for Incorrect Answers: ☐

Show Answers in Random Order: ☒

Answers

- Select the required from the **Number of Answers** drop down list. OR
- Click on the **Remove** (Remove) button to delete a question.
- Enter each answer in a separate **Answer** textbox.
- Select the checkbox for the correct answers.
- Enter the partial credit weightings for correct answers. OR
- Click on the **Update Partial Credit %** (Update Partial Credit %) after you have entered all the answers, all correct answers will be allocated the same weighting.

3. Answers

Select the number of answer choices, fill in the fields with possible answers and check the correct answers.

Number of Answers: 5 **Update Partial Credit %**

Correct: ☒ Answer a.

Year of publication

Path: body

Partial Credit %: 33.33333

Remove

- Enter negative partial credit weightings for incorrect answers.

Answer 2.


Number of words

Path: p Words:3

Partial Credit %: -50

Remove

Warning: If incorrect answers are not allocated negative partial weightings, students will receive full marks if they select all answers.

- Click on the  (Submit) button.

Create Question ▾

Reuse Question ▾

Upload Questions

Question Settings

↑↓

Description

Different question types

Instructions

Answer all questions.

Total Questions

1

Total Points

10

Select: [All](#) [None](#)

Select by Type:

- Question Type - ▾

→

Delete

Points

Update

Hide Question Details

Points: **10**

1. Multiple Answer: Referencing a source: Which of the following are usually n...

Question

Which of the following are usually needed to refer a source?

Answer

✓ a. Year of publication

✓ b. Author's name

✓ c. number of words

✓ d. Title of work

e. abstract

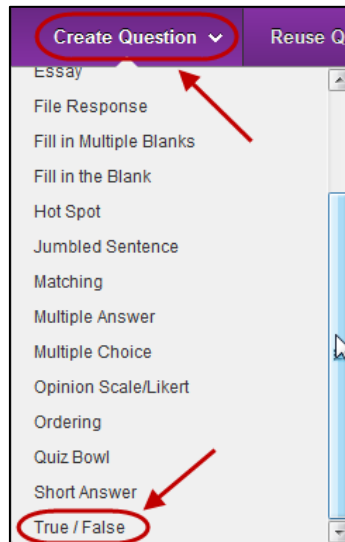
Page 33 of 93

True/False Question

Surfers Paradise has a better winter climate that Melbourne.

True/Disagree

- Click on the **Create Question** (Create Question) button.
- Select **True/False** from the drop down list.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. **Question**

Question Title:

* Question Text


Normal 3 Arial B I U abc x₂ x² [List Icons]


Path: [body](#)

Answers

- Select the **True** radio button.

2. Options
Answer Orientation Vertical ▼

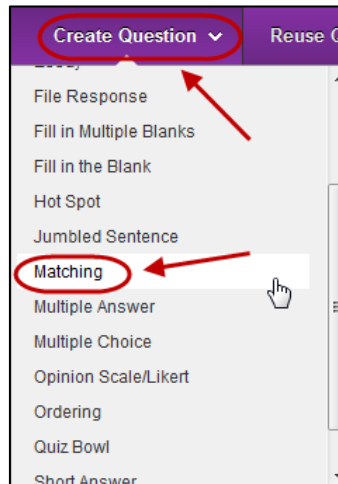
3. Answers
Answer  ☒ True
☐ False

- Click on the  (Submit) button.

Matching Question

Match each eastern Australian state with it's capital.

- Click on the **Create Question** button.
- Select **Matching** from the drop down list.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Enter the question text, the set of items and matching responses in display order.

Question Title

* Question Text

Match each eastern Australian state with it's capital city.

Options

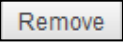
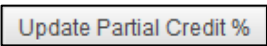
- Select the **Allow Partial Credit** checkbox.
 - Students receive marks for each correct answer and lost marks for incorrect answers. Students cannot receive a negative mark.

2. Options

Allow Partial Credit ☒


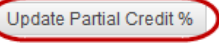
Answer Numbering

Questions

- Click on a question  (Remove) button to reduce the number of questions to 3.
- Click on the  (Update Partial Credit %) button.
- Enter each question and answer in **Question/Answer** textboxes.

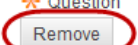
3. Questions

Select the number of question items. Fill in the question-item fields in the order the items will be displayed.

Number of Questions:  

Question/Answer Pair 1

* Question



Normal 3 Arial B I U $\frac{a}{b}$ x_2 x^2 [List Icons] [Image Icon]

Queensland

Path: [body](#)

* Answer

Normal 3 Arial B I U $\frac{a}{b}$ x_2 x^2 [List Icons] [Image Icon]

Brisbane

Answer Order

- Select the **Randomly** radio button.


4. Answer Order

Order item answers

☐ Randomly

☒ Manually

↕	Answer Choice	Answer
	Answer Choice 1	Brisbane
	Answer Choice 2	Sydney
	Answer Choice 3	Melbourne

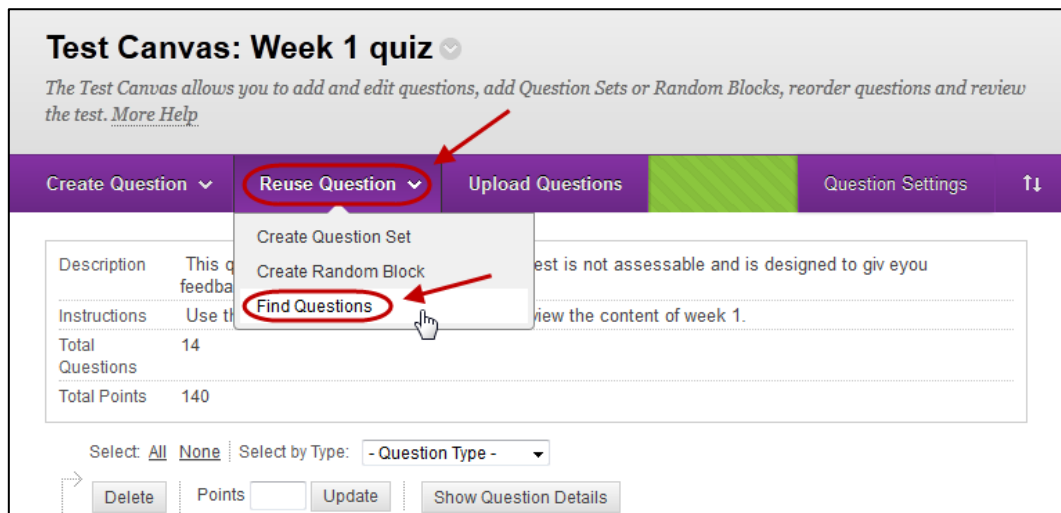
- Click on the  (Submit) button.

Reuse questions

You can add questions to a test from a pool or another test (refer *Create a pool* guide).

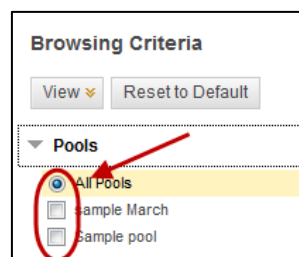
Find questions

- Open the required test.
- Click on the **Reuse Question** (Reuse Question) button.
- Select **Find Questions** from the drop down menu.



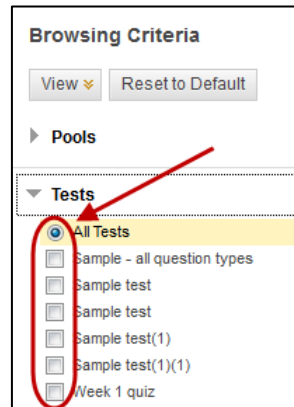
Selecting pools

- Click on the **Pools** link.
- Select the **All Pools** radio button OR
- Check the checkboxes of the required pools.



Selecting tests

- Click on the **Tests** link.
- Select the **All Tests** radio button OR
- Check the checkboxes of the required pools.



Browsing Criteria

View ▾ Reset to Default

► Pools

▼ Tests

- ☒ All Tests
- ☐ Sample - all question types
- ☐ Sample test
- ☐ Sample test
- ☐ Sample test(1)
- ☐ Sample test(1)(1)
- ☐ Week 1 quiz

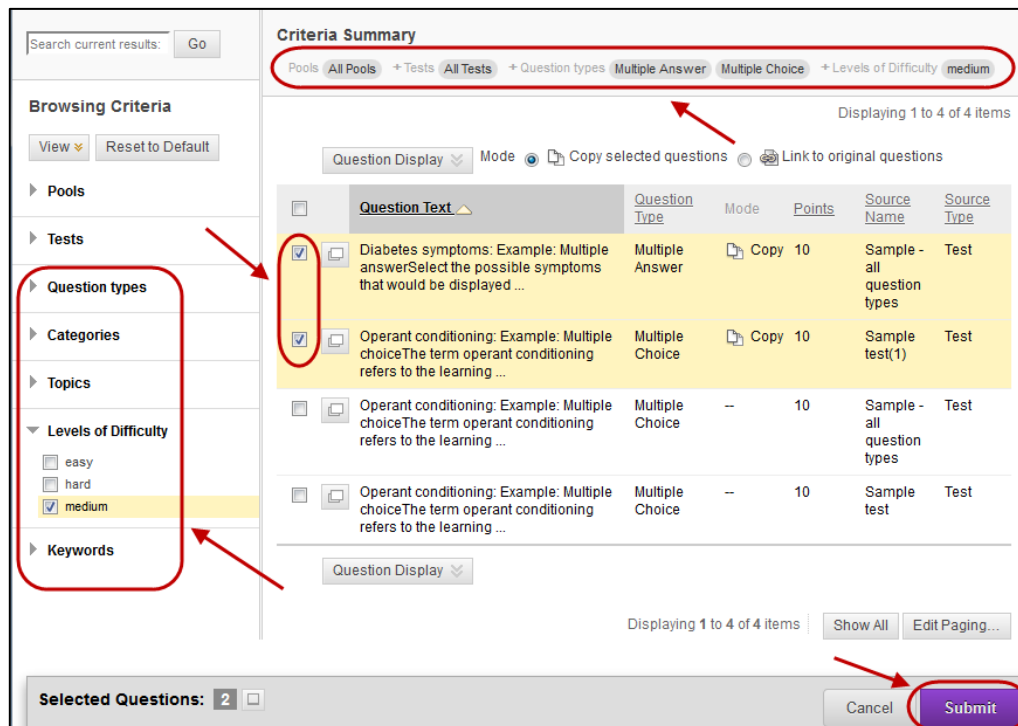
Select other search criteria

- Click on the **Question Types** or **Categories** or **Topics** or **Levels of Difficulty** or **Keyword** link.
- Check the checkboxes of the required options.

Note: The summary of the criteria chosen is displayed above the questions.

Select questions

- Check the checkboxes of the required questions.



Search current results: Go

Criteria Summary

Pools: All Pools + Tests: All Tests + Question types: Multiple Answer Multiple Choice + Levels of Difficulty: medium

Displaying 1 to 4 of 4 items

Question Display ▾ Mode ☒ Copy selected questions ☐ Link to original questions

<input type="checkbox"/>	Question Text	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	Diabetes symptoms: Example: Multiple answerSelect the possible symptoms that would be displayed ...	Multiple Answer	Copy	10	Sample - all question types	Test
<input checked="" type="checkbox"/>	Operant conditioning: Example: Multiple choiceThe term operant conditioning refers to the learning ...	Multiple Choice	Copy	10	Sample test(1)	Test
<input type="checkbox"/>	Operant conditioning: Example: Multiple choiceThe term operant conditioning refers to the learning ...	Multiple Choice	--	10	Sample - all question types	Test
<input type="checkbox"/>	Operant conditioning: Example: Multiple choiceThe term operant conditioning refers to the learning ...	Multiple Choice	--	10	Sample test	Test

Question Display ▾


Displaying 1 to 4 of 4 items Show All Edit Paging...

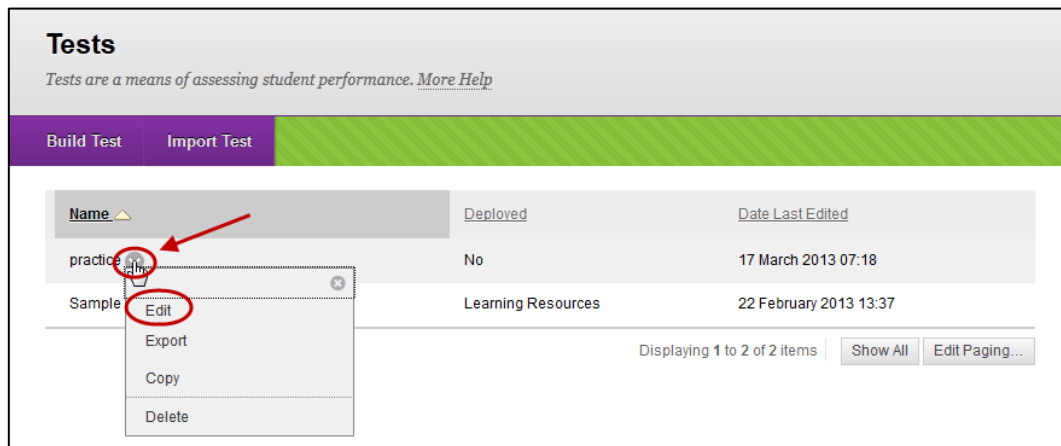
Selected Questions: 2 ☐

Cancel Submit

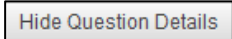
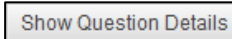
Question Options (show/hide, change points, reorder)

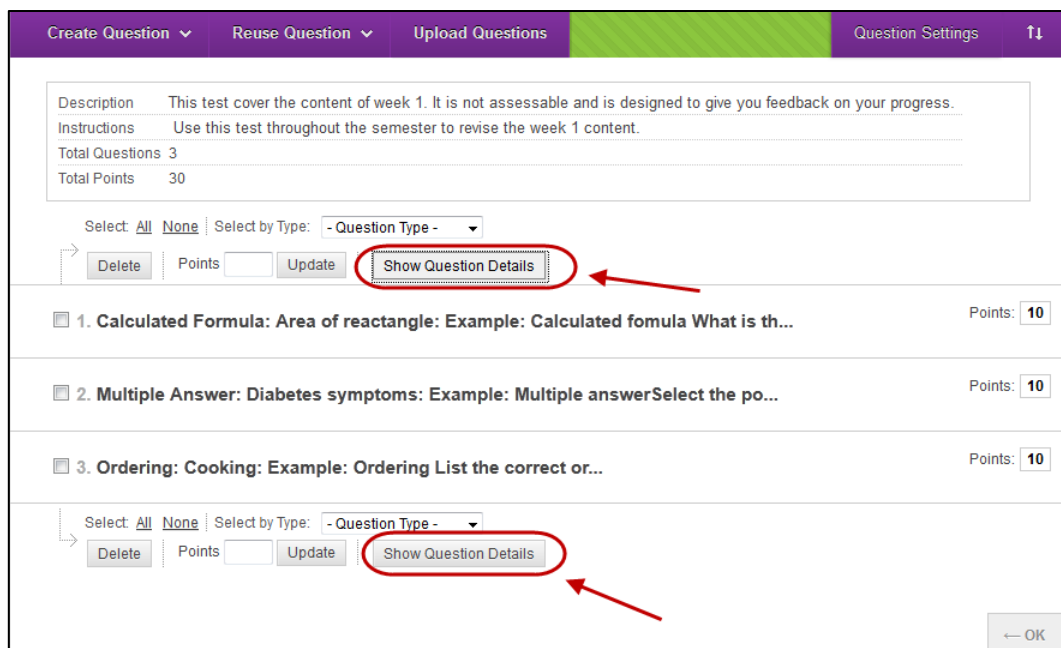
Access test

- Hover over the title of the required test.
- Click on the  (arrow) button.
- Select **Edit** from the drop down menu.



Show / Hide question details

- Click on the  (Hide Question Details) button to display only the question titles. OR
- Click on the  (Show Question Details) button to display all the questions.



Change the points of an individual question

- Click on the required question's **Points** textbox.

Question Settings

Description This test cover the content of week 1. It is not assessable and is designed to give you feedback on your progress.

Instructions Use this test throughout the semester to revise the week 1 content.

Total Questions 3

Total Points 30

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

Delete Points Update Show Question Details

1. Calculated Formula: Area of rectangle: Example: Calculated fomula What is th... Points: 10

2. Multiple Answer: Diabetes symptoms: Example: Multiple answerSelect the po... Points: 10

3. Ordering: Cooking: Example: Ordering List the correct or... Points: 10

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

Delete Points Update Show Question Details

OK

- Enter the required mark and click the **Submit** (Submit) button.

Update Points 7 ☐ Extra Credit Cancel Submit

Change the points of multiple questions

- Select multiple questions by
 - Checking the checkboxes of required questions. OR
 - Clicking on the **All** link. OR
 - Selecting the required questions from the **Question Type** drop down list.

Question Settings

Description This test cover the content of week 1. It is not assessable and is designed to give you feedback on your progress.

Instructions Use this test throughout the semester to revise the week 1 content.

Total Questions 3

Total Points 30

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

Delete Points 7 Update Show Question Details

1. Calculated Formula: Area of rectangle: Example: Calculated fomula What is th... Points: 10

2. Multiple Answer: Diabetes symptoms: Example: Multiple answerSelect the po... Points: 10

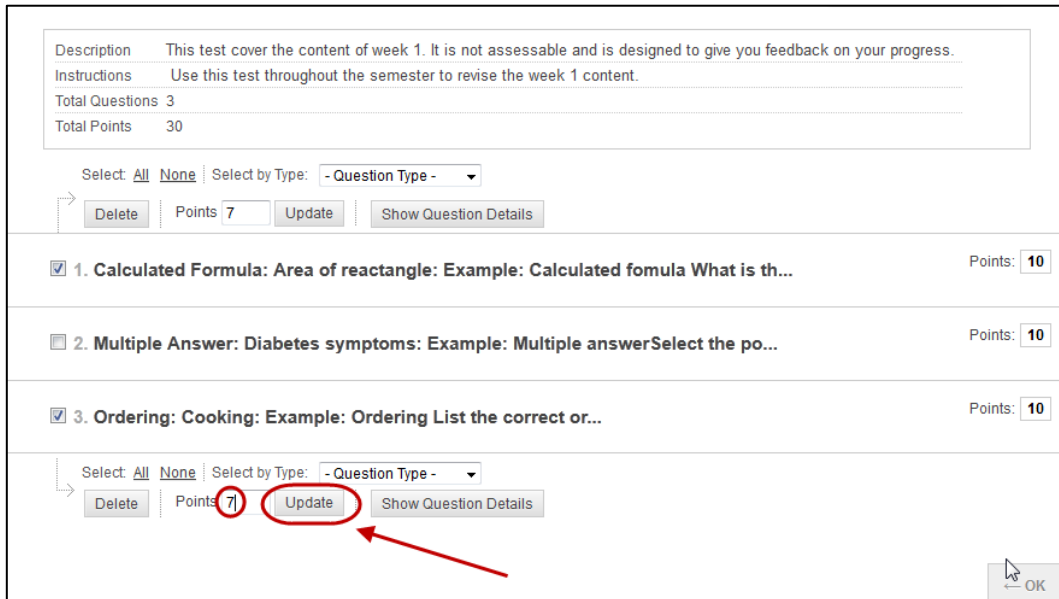
3. Ordering: Cooking: Example: Ordering List the correct or... Points: 10

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

Delete Points 7 Update Show Question Details

OK

- Enter the new mark in the **Points** textbox.
- Click on the  (Update) button.



Description This test cover the content of week 1. It is not assessable and is designed to give you feedback on your progress.

Instructions Use this test throughout the semester to revise the week 1 content.

Total Questions 3

Total Points 30

Select: [All](#) [None](#) | Select by Type: - Question Type -

[Delete](#) Points **7** [Update](#) [Show Question Details](#)

☒ 1. Calculated Formula: Area of reactangle: Example: Calculated fomula What is th... Points: **10**

☐ 2. Multiple Answer: Diabetes symptoms: Example: Multiple answerSelect the po... Points: **10**


☒ 3. Ordering: Cooking: Example: Ordering List the correct or... Points: **10**

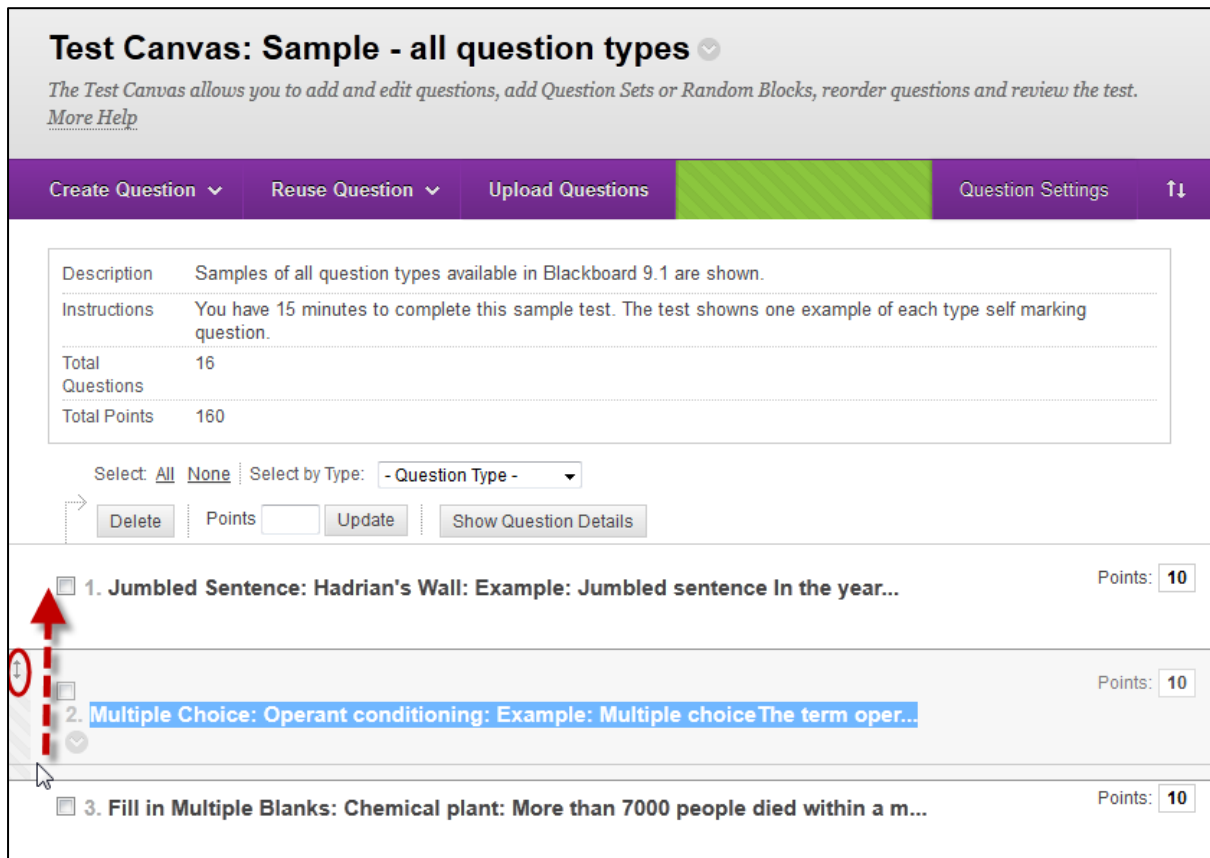
Select: [All](#) [None](#) | Select by Type: - Question Type -


[Delete](#) Points **7** [Update](#) [Show Question Details](#)

[OK](#)

Reorder questions





- Hover over the required question.
- Click on the  (double arrow) icon and drag the question to the required position.



Test Canvas: Sample - all question types 

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions and review the test.

[More Help](#)

Create Question  Reuse Question  Upload Questions  Question Settings 

Description Samples of all question types available in Blackboard 9.1 are shown.


Instructions You have 15 minutes to complete this sample test. The test shows one example of each type self marking question.


Total Questions 16


Total Points 160

Select: [All](#) [None](#) | Select by Type: - Question Type -

[Delete](#) Points [Update](#) [Show Question Details](#)

 1. Jumbled Sentence: Hadrian's Wall: Example: Jumbled sentence In the year... Points: **10**

 2. Multiple Choice: Operant conditioning: Example: Multiple choiceThe term oper... Points: **10**

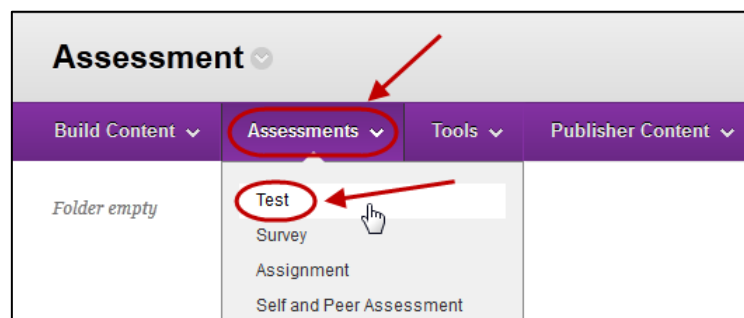
 3. Fill in Multiple Blanks: Chemical plant: More than 7000 people died within a m... Points: **10**

Deploy a test

You need to deploy a test to a Content Area (i.e. *Learning Resources* or *Assessment*) so students can access it. A test can only be deployed once, although you can make a copy of a test and deploy the copy if needed.

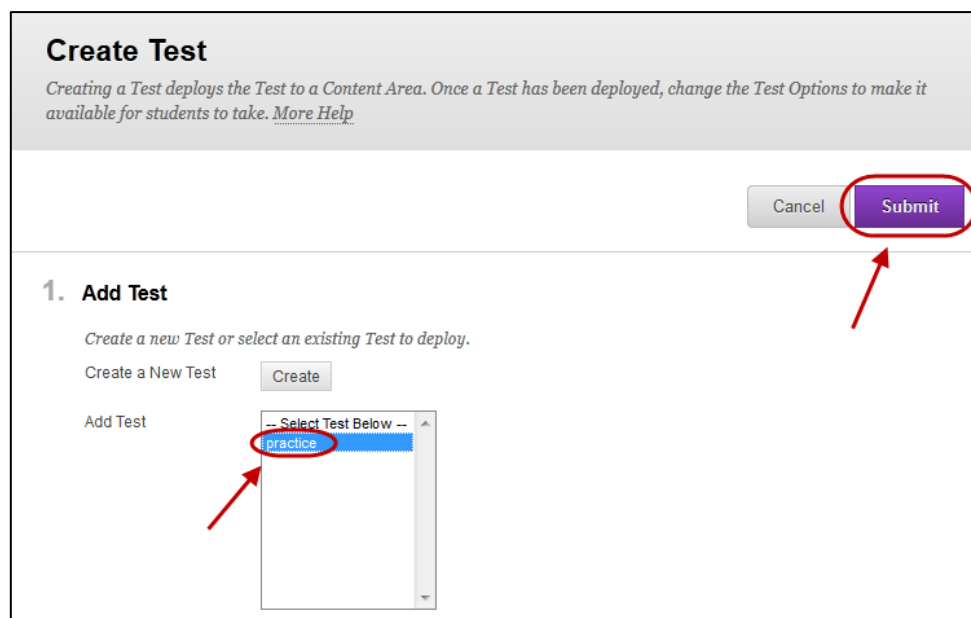
Add Test link to a Content Area

- Open the required Content Area (i.e. *Learning Resources* or *Assessment*).
- Click on the **Assessments** (Assessment) button.
- Select **Test** from the drop down menu.



Add Test

- Select the required test from the **Add Test** list.
- Click on the **Submit** (Submit) button.



Test Information

- If required, edit the title of the test in the **Name** textbox.
- If required, edit the **Content Link Description**. This option allows you to give information to the students before they open the test.
- From the **Open Test in New Window** radio buttons:
 - **Yes**, use this option if students need to access resources on the rest of the site.
 - **No**, usually the recommended setting.
- If required, check the **Show Test Description** checkbox.

Note: If you decide to show the text description, it should be kept short otherwise it will cause students extra scrolling.

The screenshot shows the '1. Test Information' form. Red circles and arrows highlight specific fields: the 'Name' field containing 'Practice quiz', the 'Content Link Description' text area containing 'This test covers the content of week 1. It is not assessable and is designed to give you feedback on your progress.', the 'Show Test Descriptions to students before they begin the test' checkbox (which is checked), and the 'Open Test in New Window' radio buttons (with 'No' selected).

1. Test Information

Name

Choose Colour of Name

Content Link Description

Path: p Words: 22

Test Description Check your knowledge on the upgrade.

☒ Show Test Descriptions to students before they begin the test.

Open Test in New Window ☐ Yes ☒ No

Test Availability

- From the **Make the Link Available** radio buttons:
 - **Yes**, makes the link appear to students immediately or once the **Display After** date has been reached.
 - **No**, the link will not be displayed to students.

Note: Use the **Display After** option to determine WHEN the students can access the test.

The screenshot shows the '2. Test Availability' form. A red circle and arrow highlight the 'Make the Link Available' radio buttons, with 'Yes' selected.

2. Test Availability

Make the Link Available ☒ Yes ☐ No

Test Announcement

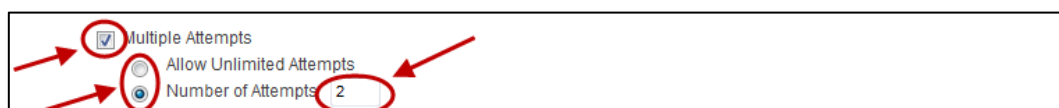
- From the **Add a new Announcement for this Test** radio buttons:
 - **Yes, an automatic announcement will be posted when the test link becomes available.**
 - **No, recommended option**

Note: This automatic announcement is not very informative; it is recommended you write your own.



Multiple Attempts

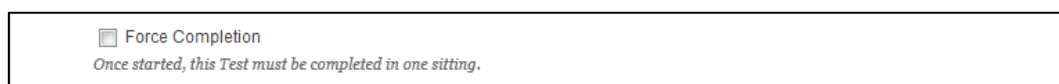
- Check the **Multiple Attempts** checkbox, if you wish the students to be able take the test multiple times.
 - **Allow Unlimited Attempts**, there is no restriction on how many times the test may be taken by a student.
 - **Number of Attempts**, enter the number of times the student can take the test.



Note: The mark for the student's last attempt is recorded in Grade Centre.

Force Completion

- DO NOT check this option. Once the student opens the exam they must complete it. If they navigate away from the exam or lose their internet connection they cannot re-enter and complete the exam.

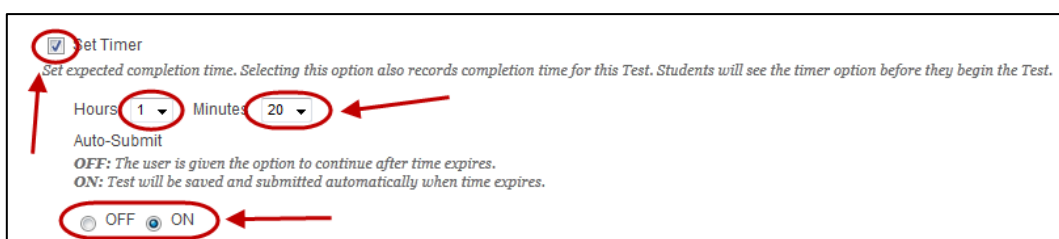


Set Timer





- Check the **Set Timer** checkbox, if you wish to add a clock to the test.
- Select the hours and minutes from the drop down lists.

Note: The elapsed time is displayed to the student during the test. A one minute warning is also displayed as the student approaches the time limit.

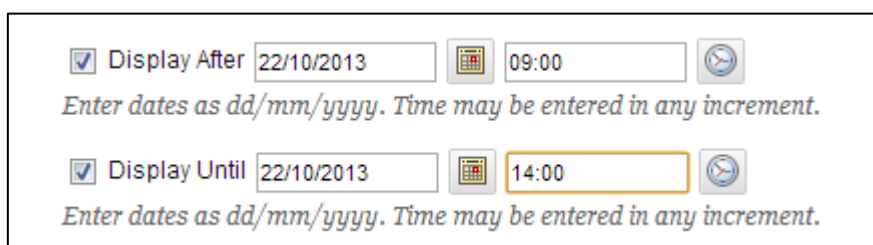
- From the **Auto-Submit** radio buttons:
 - **Off**, students can continue after the time is up.
 - **On**, the test is automatically submitted when the time is up.



Display after

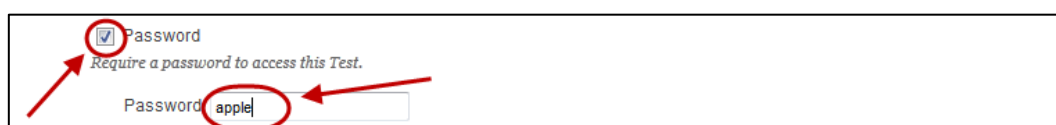
- Use the **Display After** and **Display Until** to set specific times the test link is available to students.
 - If required, select the **Display After** checkbox and enter the date using the  (Date Selection Calendar) and enter the time using the  (Time Selection Menu).
 - If required, select the **Display Until** checkbox and enter the date using the  (Date Selection Calendar) and enter the time using the  (Time Selection Menu).

Note: Once the student has entered the test the **Display Until** date/time does not affect them completing the test.



Password

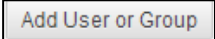

- Check the **Password** checkbox, if you wish students to enter a password before they can start the test.



Test Availability Exceptions (optional)

This feature allows you to set different timer settings and / or availability settings for different groups or students.

Example 1: Setting a group of students a different test timer

- Click on the  (Add User or Group) button.
- Check the checkbox of the required group.
- Click on the  (Submit) button.

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input type="checkbox"/>		Emily Ernest	Emily	Ernest
<input type="checkbox"/>		Indy Illinois	Indy	Illinois
<input type="checkbox"/>		Greg Geraldine	Greg	Geraldine
<input type="checkbox"/>		Haley Hornet	Haley	Hornet
<input type="checkbox"/>		Fred O'Franks	Fred	O'Franks
<input type="checkbox"/>		Studios Student (nc_student2)	Studios	Student (nc_student2)
<input type="checkbox"/>		Study Student (nc_student1)	Study	Student (nc_student1)
<input checked="" type="checkbox"/>		Post grad students		

Displaying 1 to 8 of 8 items Show All Edit Paging...

Cancel Submit

- Select the required timer settings.

Note: You will not be able to set a different timer for a particular student or group, if a timer was not set for the general test.

User or Group	Name	Attempts	Timer
	Post grad students	Single Attempt	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto-Submit

Example 2: Setting a student a different test availability

- Click on the **Add User or Group** (Add User or Group) button.
- Check the checkbox of the required student.
- Click on the **Submit** (Submit) button.

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/> User or Group	User ID or Group Name	First Name	Last Name
<input checked="" type="checkbox"/>	Emily Ernest	Emily	Ernest
<input checked="" type="checkbox"/>	Indy Illinois	Indy	Illinois
<input type="checkbox"/>	Greg Geraldine	Greg	Geraldine

- Select the required availability settings.
- Click on the **Save** (Save) button.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Post grad students	Single Attempt	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto-Submit		<input type="checkbox"/>
	Emily Ernest	Single Attempt	<input checked="" type="checkbox"/> 60		<input type="checkbox"/>

After:

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

Until:

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

Clear Cancel **Save**

Due date (optional)

- If required, select the **Due Date** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).
- If required, check the **Do not allow student to start the Test...** checkbox.

Note: Unless the above option is selected, students will be able to complete the test after the due date and their test will be labelled *Late* in Grade Centre.

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date but are marked **Late**.*

☒ Due Date

Enter dates as dd/mm/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 checked.

Self-assessment Options

- From the **Self-assessment Options** checkboxes:
 - Include this Test in Grade Centre Score Calculations**, recommended, the test will automatically have a column created in Grade Centre and the marks will automatically transfer to this column.
 - Hide Results for this Test Completely from Instructor and the Grade Centre**, not recommended, even if you are not using the marks, hiding to results will not even allow you to check if students have attempted the test.

5. Self-assessment Options

If this test is a self-assessment, choose to include or hide the scores in the Grade Centre. Note: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

☒ **Include this Test in Grade Centre Score Calculations**
Grade Centre 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 Centre**
If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Show Test Results and Feedback to Students

You can set up two rules for when feedback is available to students i.e. After Submission and at a particular date.

- From the drop down list:
 - When:** Sets when appropriate test results and feedback are shown to students: After Submission, One-time View, On Specific Date, After Due Date, After Availability, and End Date, After Attempts are Graded.
- From the **Test Feedback** checkboxes:
 - Score**, students receive a mark if all questions are self-marking i.e. if no short answer, essay or file upload questions are included.
 - All Answers**, shows all question options.
 - Correct**, Shows the correct answers.
 - Submitted**, Shows all of a student's submitted answers.
 - Feedback**, Shows custom instructor feedback for each question
 - Incorrect Questions**, Shows the questions a student answers incorrectly and any feedback you have provided.

6. 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.

When ⓘ	Score ⓘ	Answers ⓘ	Feedback ⓘ	Show Incorrect Questions ⓘ
After Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct	<input checked="" type="checkbox"/> Submitted <input type="checkbox"/>	<input type="checkbox"/>
On Specific date 31/10/2013 09:00 <i>Enter dates as dd/mm/yyyy. Time may be entered in any increment.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct	<input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Presentation

Presentation Mode

- From the **Presentation Mode** radio buttons:
 - All at Once**, all questions are displayed on the one page. This is the easiest option for students.
 - One at a Time**, students can only view one question per page.

Note: In an invigilated exam this option can help stop students viewing answers on a neighbour's screen, as they are unlikely to be on the same question (randomising questions will also make this difficult). This option also makes it more time consuming for students to print / copy the questions.

- Prohibit Backtracking**, DO NOT select this option, if students use the browser back button they will be thrown out of the test.

7. Test Presentation

☐ 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.

Randomise Questions

- Checking the **Randomised Questions** checkbox, will mean students will not all receive the questions in the same order.


☒ Randomise Questions
Randomise questions for each Test attempt.

Submit

- Click on the  (Submit) button.

Assessment ▼

Build Content ▼ Assessments ▼ Tools ▼ Publisher Content ▼

 **Practice Test**
You have 15 minutes to complete this test.

Informing students

Ensure that you clearly inform students of the test settings. i.e.

Settings information

- How many test attempts they are allowed.
- If there is a time limit.
- When the test link will be available.
- What test feedback they will receive or if you will allow feedback after the test closes.
- The presentation mode for the questions i.e. All on one page OR One question per page.
- What randomisation has been included.

Test tips

- Ensure you use a reliable Internet connections i.e. NOT public wireless
- Ensure you have an up to date browser version, [Chrome](#) is recommended.
- Ensure you have an up to date copy of [Java](#).
- Open [Learn.UQ](#) directly not through My.UQ.

AskIT

Add a link to the AskIT guide on Tests to your course.

<https://www.library.uq.edu.au/ask-it/tests-and-quizzes>

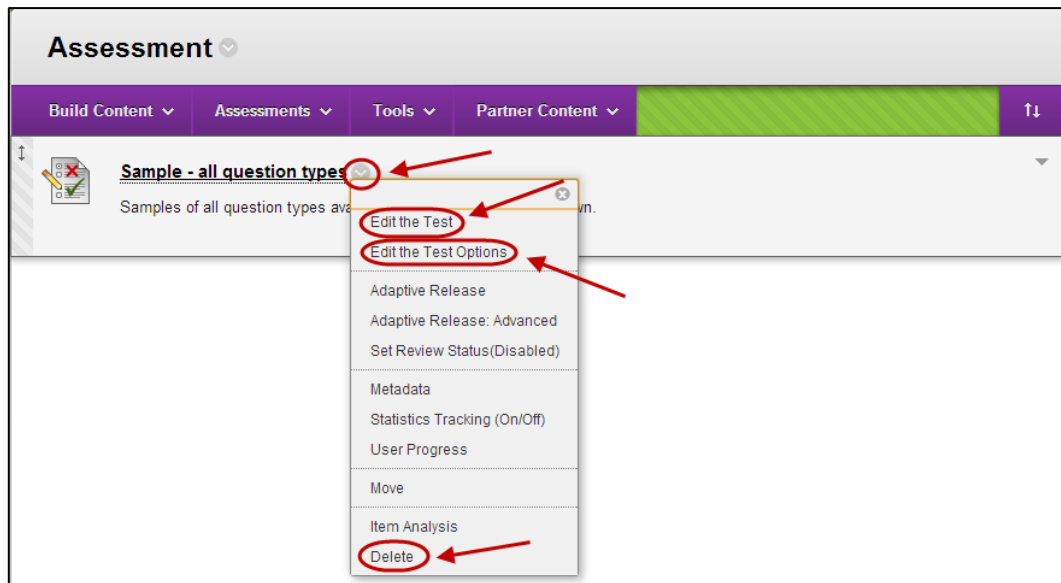
Editing Tests

- Note you have the option to edit the test questions or the test deployment options.
- **Delete** only deletes this deployment of the test. The actual test can only be deleted from

Course Management > Tools > Tests, Surveys and Pools.

Note: Tests can only be deployed once. To deploy a test twice create another test and copy over all the questions from the original test.

- Reorder the tests using the double headed arrows on the left hand side.



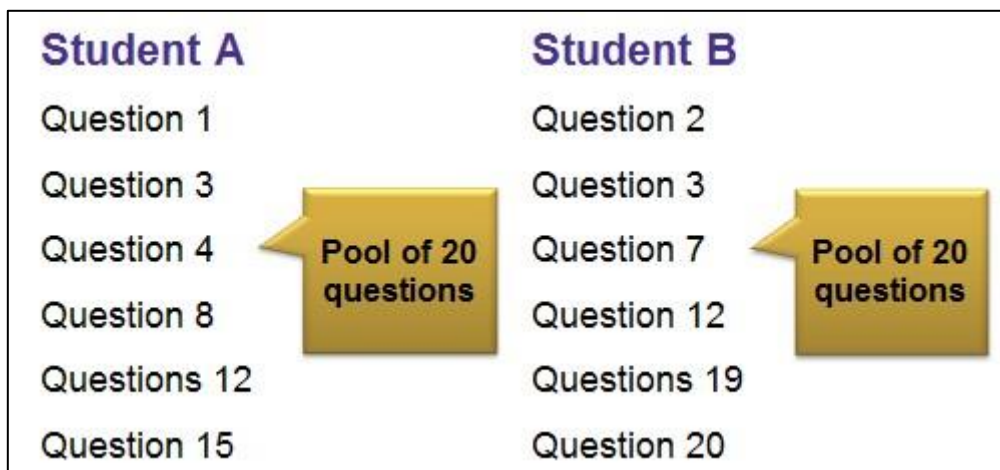
Pools overview

A pool is a bank of test questions that can be reused repeatedly in multiple assessments. Pools can be exported from one course and imported into another for reuse. Pools themselves are never deployed or made visible to students. When you create a test or survey, you can search in pools for questions to add.

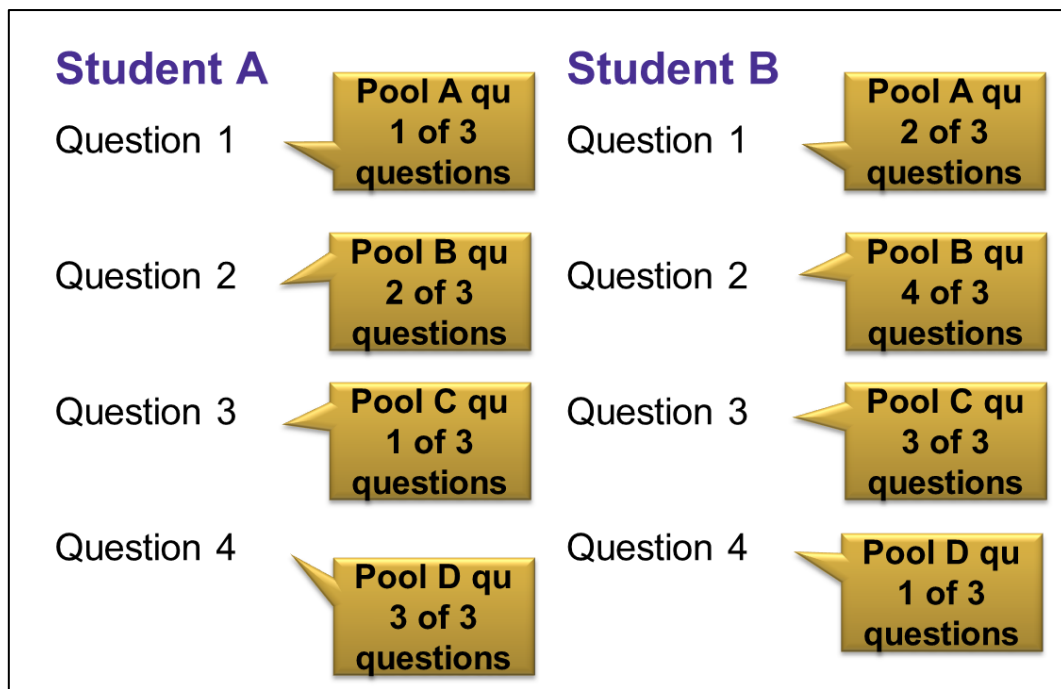
A test can be added directly to Content Area (*Learning Resources and Assessment*), but a pool question must be included in a test before it can be added to Content Area.

Examples of use

- You could create a question pool for each of the central topics in the course.
 - Weekly tests (quizzes) could use questions from one topic pools.
 - The final exam could consist of questions from all topic pools.
- You could create a pool for a particular test.
 - You could use a Random Block to draw some of the questions from the specific pool (i.e. 15 question out of 30). Each student is randomly allocated questions from the pool each time the test is taken.



- You could create a pool for each question in an exam.
 - You could use a Random Block for each question to draw out one question from the question pool.



Questions in a pool

- Questions in a pool can contain feedback, metadata and all the other elements of a test question.
- They do not contain point values. The point value will default to 10 when you add the question to a test, you can then edit the points value.

Pool restrictions

- A Random Block of questions cannot be added to a pool.
- A Question Set cannot be added to a pool.

Pool questions in deployed tests

- Once students have started to take the test, do not make more than minor text changes (such as correcting a typing error) to the pool questions that have been deployed in the test. A warning will display if you attempt this, and you will not be able to modify certain areas of the questions.
- If you edit a pool question after a student submits a test containing it, when the student views their grade and feedback they will see the new, modified question, not the original one that they answered.

Create a Pool

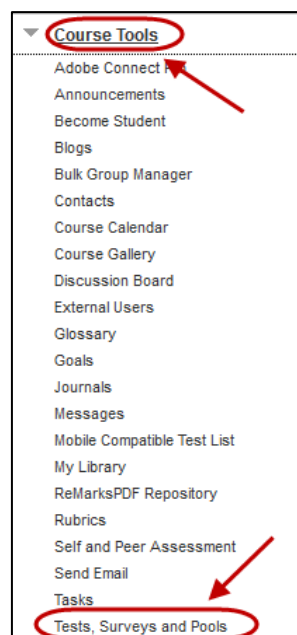
Overview

There are three steps to using pools:

4. Create the pool.
5. Add questions to the pool.
6. Add the pool questions to a test.

Create a Pool

- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**



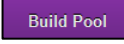
- Click on the **Pools** link.

Tests, Surveys and Pools

Tests
Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not graded automatically.

Surveys
Surveys are not marked. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder so that students may respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

- Click on the  (Build Pool) button.

Pools

Pools are sets of questions that can be used in multiple Tests or Surveys. Pools can be imported from outside the system and exported for reuse.

[More Help](#)

Build Pool

Import Pool

Click Build Pool to start.

Pool Information

- Enter a descriptive name for the pool in the **Name** textbox.
- Enter further information in the **Description** textbox.
- Enter instructions for the staff using the pool in the **Instructions** textbox.

1. Pool Information

Name

Sample pool

Description

Normal

3

Arial

B

I

U

abe

x₂

x³

Questions for Week 1 quiz

Path: [body](#)

Instructions

Normal

3

Arial

B

I

U

abe

x₂

x³

Test topic

Path: [body](#)

- Click on the

Submit

 (Submit) button.

Pool Canvas: Sample pool

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the checkboxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question

Find Questions

Upload Questions

Question Settings

Description

Questions for Week 1 quiz

Instructions

Test topic

Total Questions

0

Total Points

0

Select a question type from the Create Question drop-down list.

Add questions

- Refer to the start of this guide.

Question options (show/hide, change points, reorder)

- Refer to the p42.

Submit the pool

- Click the  (OK) button.

Create QuestionFind QuestionsUpload Questions

Question Settings

DescriptionQuestions for Week 1 quizInstructionsTest topicTotal Questions3Total Points30

Search current results:Go

Browsing Criteria

ViewReset to Default

Question types

Categories

Topics

Levels of Difficulty

Keywords

Criteria Summary

Question typesAll Pool Questions

Displaying 1 to 3 of 3 items

DeletePointsUpdateQuestion Display

Question Text	Question Type	Default Points
Example: Essay - Instructor markedDiscuss three major issues ...	Essay	10
Area of reactangle: Example: Calculated fomulaWhat is the area in cm2 of a rectangle with: width...	Calculated Formula	10
Books: Example: Matching Match each children's book with the animal or insect that L...	Matching	10

DeletePointsUpdateQuestion Display

Displaying 1 to 3 of 3 itemsShow AllEdit Paging...


OK

Pools

Pools are sets of questions that can be used in multiple Tests or Surveys. Pools can be imported from outside the system and exported for reuse.
[More Help](#)

Build Pool

Import Pool

Name 	Number of Questions	Date Last Edited
Sample pool	3	02 April 2013 14:56

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

Note: The pool questions must be added to a test to be used.

Hot Spot question

Warning: This question type should not be used with IE. This question type is not recommended for summative assessment.

Example question

Click on the state Western Australia.



Select question type

- Click on the **Create Question** button.
- Select **Hot Spot** from the drop down menu.

Calculate Formula

Calculate Numeric

Either/Or

Essay

File Response

Fill in Multiple Blanks

Fill in the Blank

Hot Spot

Jumbled Sentence

content of week 1. The test is not assessable and is designed to give you progress.

Throughout the semester to review the content of week 1.

Question Type -

Update

Hide Question Details

Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Question Title

✱ Question Text

Normal 3 Arial B I U \times_2 \times^2

Click on the state Western Australia.

Path: [body](#)

Upload image

- Click on the (Browse My Computer) or (Browse Course) button.
- Open the required file.

2. Upload Image

✱ Attach File

Selected File

File Name **map.jpg**

Submit Information

- Click on the (Next) button.

Answers

- Select the answer area by drag from the top left to the bottom right of the required area.
- If you make an error, click on the (Clear) button.

1. Answers

Click and drag the mouse over an area in the image to specify the hot-spot area for the correct answer. Start with the upper-left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.



Top-Left Coordinates 22, 15

Bottom-Right Coordinates 108, 143

Clear

- Click on the **Submit** (Submit) button.

[Create Question](#) [Reuse Question](#) [Upload Questions](#) [Question Settings](#) [↑↓](#)

Description This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.

Instructions Use this test throughout the semester to review the content of week 1.

Total Questions 14

Total Points 140


Select: [All](#) [None](#) Select by Type: [- Question Type -](#)

[Delete](#) [Points](#) [Update](#) [Hide Question Details](#)

1. Hot Spot: Western Australia: Click on the state Western Australia. Points: 10

Question Click on the state Western Australia.

Answer



Calculated numeric

Example question

Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to 2 decimal places.

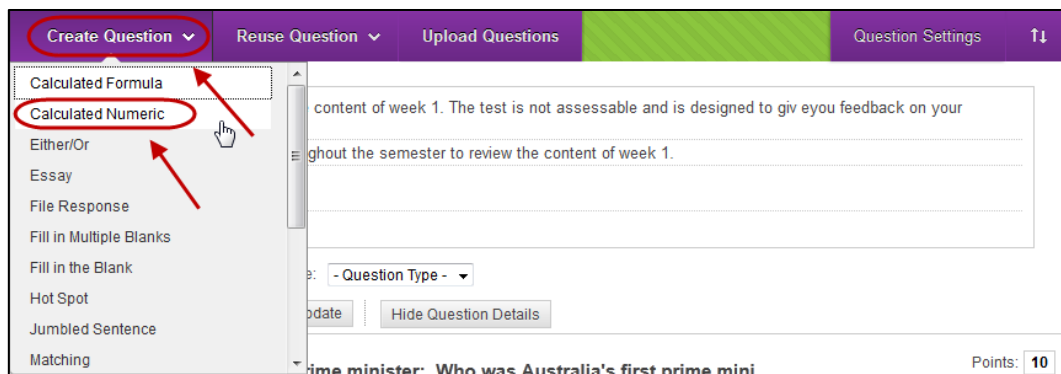
Age:25

Weight: 57kg

CR: 1.9mg/dL

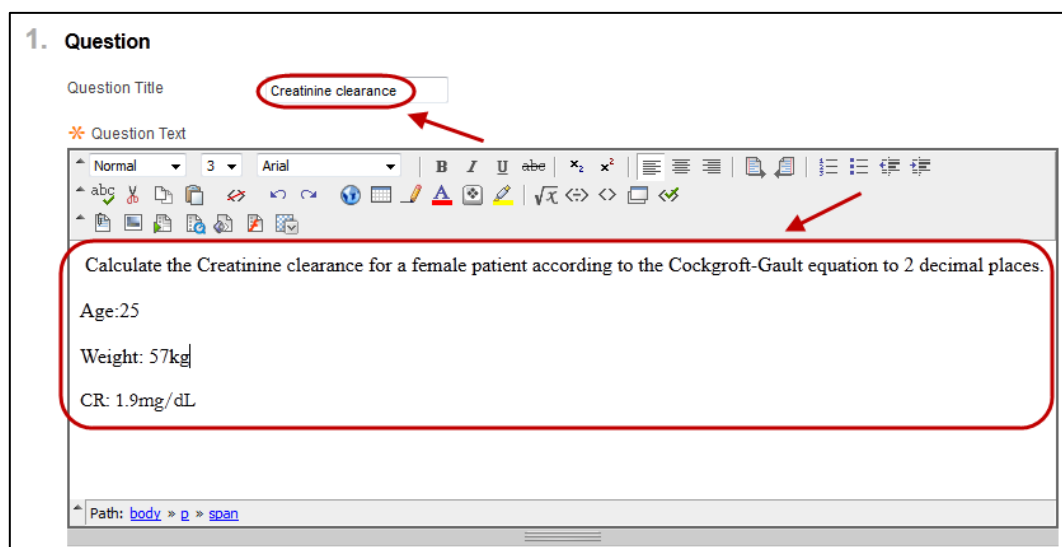
Select Question Type

- Click on the **Create Question** (Create Question) button.
- Select **Calculated Numeric** from the drop down menu.



Question

- Enter a descriptive title into the **Question Title** text box.
- Enter the question into the **Question Text** textbox.



Answer

Note: The answer can be an exact value or number with a set range of numbers.


- Enter the correct answer into the Correct Answer textbox.
- If the answer is a range of values, enter the range in the Answer Range +/- textbox.

2. Answers

* Correct Answer

Answer Range +/-

Submit

- Click on the  (Submit) button.

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑

Description	This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.
Instructions	Use this test throughout the semester to review the content of week 1.
Total Questions	11
Total Points	110

Select: [All](#) [None](#) | Select by Type: [- Question Type -](#)

[Delete](#) | Points | [Update](#) | [Hide Question Details](#)

☒ 1. **Calculated Numeric: Creatinine clearance: Calculate the Creatinine clearance fo...** Points: **10**

Question	Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to 2 decimal places. Age:25 Weight: 57kg CR: 1.9mg/dL
Answer	40.73
Answer range +/-	0.01

Calculated formulas

A Calculated Formula question contains a formula, the variables of which are set to change for each user. You specify the minimum and maximum value for each variable and answer sets are randomly generated.

Steps

The steps for adding a creating a calculated formula question are:

- Create the question and formula.
- Define the values for the variable.
- Confirm the variables and answers.

Example question

Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to two decimal places.

Age = ?

Weight = ?

Creatinine clearance = ?

Cockcroft-Gault GFR = $((140 - \text{age}) \times (\text{Wt in Kg}) \times 0.85) / (72 \times \text{Cr})$

Select Question Type

- Click on the **Create Question** button.
- Select **Calculated Formula** from the drop down menu.

The screenshot shows the top navigation bar with buttons: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. The 'Create Question' button is highlighted with a red circle and a red arrow pointing to it. Below this, a dropdown menu is open, listing various question types. 'Calculated Formula' is highlighted with a red circle and a red arrow pointing to it. Other options in the menu include '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', and 'Ordering'. The main content area shows a question text box with the text: 'content of week 1. The test is not assessable and is designed to give you feedback on your...'. Below this, there is a 'Question Type' dropdown set to '- Question Type -', an 'Update' button, and a 'Hide Question Details' button. At the bottom, there is a 'Points' field set to '10' and a question title 'Creatinine clearance: Calculate the Creatinine clearance fo...'. The question text area contains the following text: 'Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to 2 decimal places. 57kg'.

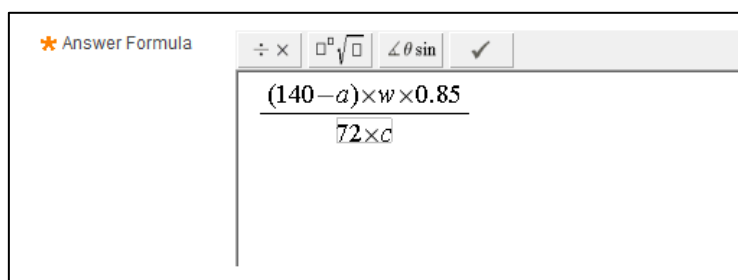
Question

- Enter a descriptive title into the **Question Title** text box.
- Enter the question into the **Question Text** textbox.
- Include unique variables in square brackets (e and π cannot be used as variables). Note, a variable is not required for the answer.

The screenshot shows the '1. Question' section of the question creation interface. It includes a 'Question Title' text box with the text 'Creatinine clearance' and a 'Question Text' text box. The 'Question Text' box has a rich text editor toolbar with options for font style (Normal, Bold, Italic, Underline), font size (3), font color (Arial), and various alignment and list options. The question text in the box is: 'Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to two decimal places'. Below this, there are three lines of text: 'Age = [a]', 'Weight = [w]', and 'Cr = [c]'. Each variable in square brackets is circled in red with a red arrow pointing to it. At the bottom, there is a 'Path' field with the text 'body > p'.

Answer Formula

- Enter the required formula in equation editor using the variables from the question. Note, a variable for the answer and an equal sign are not required.



The screenshot shows the 'Answer Formula' editor. The top toolbar contains icons for division, multiplication, powers, roots, angles, and trigonometric functions. The main input area displays the formula
$$\frac{(140 - a) \times w \times 0.85}{72 \times c}$$

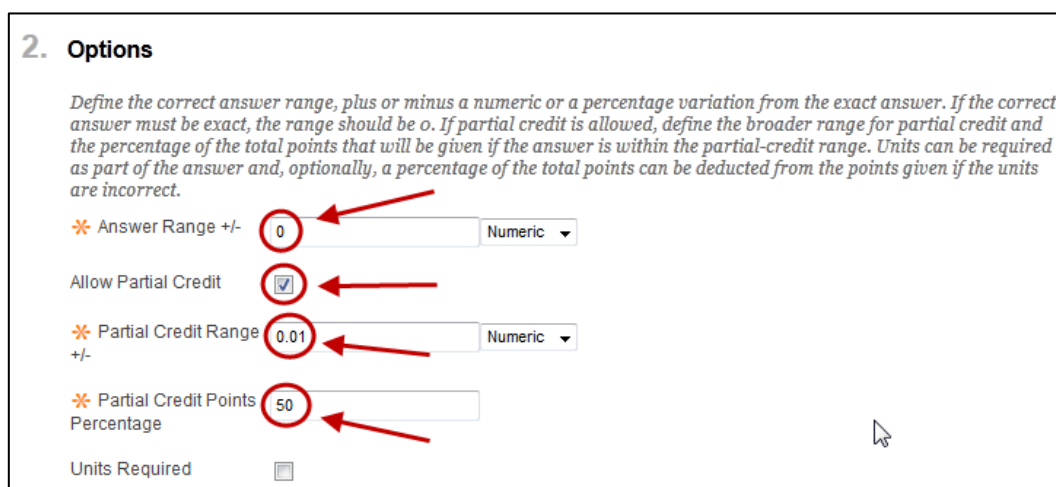
Options

- Enter the accuracy range for a correct answer in **Answer Range +/-** textbox.

Note: This option allows you to specify one correct answer (i.e. Answer Range = 0) or a range of answers.

- If you wish to give partial credit, select the **Allow Partial Credit** checkbox.
 - Enter the accuracy range into the **Partial Credit Range +/-** textbox.
 - Enter percentage into the **Partial Credit Points Percentage** textbox.

Note: This option could be used to give partial credit for rounding errors i.e. if the answer is to 2 decimal places set the **Partial Credit Range** to 0.01.



2. Options

Define the correct answer range, plus or minus a numeric or a percentage variation from the exact answer. If the correct answer must be exact, the range should be 0. If partial credit is allowed, define the broader range for partial credit and the percentage of the total points that will be given if the answer is within the partial-credit range. Units can be required as part of the answer and, optionally, a percentage of the total points can be deducted from the points given if the units are incorrect.

Answer Range +/- Numeric ▼ (Red circle around '0', red arrow pointing to it)

Allow Partial Credit ☒ (Red circle around checkbox, red arrow pointing to it)

Partial Credit Range +/- Numeric ▼ (Red circle around '0.01', red arrow pointing to it)

Partial Credit Points Percentage (Red circle around '50', red arrow pointing to it)

Units Required ☐

Submit Information

- Click on the **Next** (Next) Button.

Define Variables

For each variable enter:

- The lowest value possible in the **Minimum Value** textbox.
- The highest value possible in the **Maximum Value** textbox.
- Select the required number of **Decimal Places** from the drop down list.

1. Define Variables

Variable Name	Minimum Value	Maximum Value	Decimal Places
1. a	14	95	0
2. c	1.7	1.8	1
3. w	40	120	2

Answer Set Options

- Select the required number of **Decimal Places for Answer** from the drop down list.
- Enter the required **Number of Answer Sets** in the textbox.
- Select the required number of **Correct Answer Format** from the drop down list. i.e. **Normal** or **Exponential**.

2. Answer Set Options

Decimal Places for Answer	2
Number of Answer Sets	10
Correct Answer Format	Normal

Submit Information

- Click on the **Next** (Next) Button.

Edit Answer Sets

- Click the **Calculate** (Calculate) button, to view the answers.
- If you need to remove an answer set, click on the appropriate **Remove** (Remove) button.

1. Edit Answer Sets

	a	c	w	Answer	
1.	45	1.7	113.42	74.83 ± 0	Remove
2.	29	1.7	52.66	40.59 ± 0	Remove
3.	36	1.7	115.53	83.44 ± 0	Remove
4.	52	1.7	67.13	41.02 ± 0	Remove
5.	28	1.7	103.79	80.73 ± 0	Remove
6.	20	1.7	59.54	49.62 ± 0	Remove
7.	86	1.7	47.40	17.77 ± 0	Remove
8.	37	1.7	83.80	59.94 ± 0	Remove
9.	73	1.7	103.55	48.18 ± 0	Remove
10.	89	1.7	67.29	23.83 ± 0	Remove

Calculate

Submit

- Click on the **Submit** (Submit) button.

Points: **10**

1. Calculated Formula: Creatinine clearance0/: Calculate the Creatinine clearance f...

Question Calculate the Creatinine clearance for a female patient according to the Cockcroft-Gault equation to two decimal places.
 Age = [a]
 Weight = [w]
 Creatinine clearance = [c]

Answer Formula

$$\frac{(140 - a)w0.85}{72c}$$

Answer Range +/- ± 0
 Number of Answer Sets 10

Fill in the Blank Question

Example question

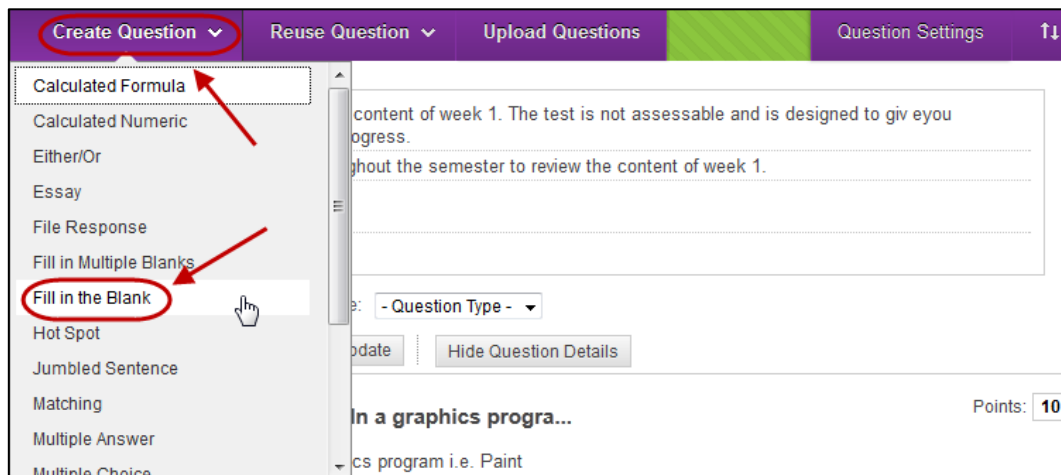
Who was the first prime minister of Australia?

Edmund Barton

Note: The blank textbox for entering the answer will be displayed under the question. If you need the blank textbox inserted into the question you should use the *Fill in Multiple Blanks* question type.

Select question type

- Click on the **Create Question** (Create Question) button.
- Select **Fill in the Blank** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Question Title

* Question Text

Normal 3 Arial B I U abc x₂ x²

Who was Australia's first prime minister?

Path: [body](#)

Answer

You need to include all possible combinations of how the question may be answered. You may also wish to include common misspellings or American spelling.

- Select the required number from the **Number of Answers** drop down list.

2. Answers

Add answers for all possible correct responses.

Number of Answers

* Answer 1

- Enter each possible correct answer in a textbox.
- If required, click on the (Remove) button to delete an answer textbox.


2. Answers

Add answers for all possible correct responses.

Number of Answers

* Answer 1	<input type="text" value="Edmund Barton"/>	<input type="button" value="Remove"/>
* Answer 2	<input type="text" value="Barton, Edmund"/>	<input type="button" value="Remove"/>
* Answer 3	<input type="text" value="Mr Barton"/>	<input type="button" value="Remove"/>
* Answer 4	<input type="text" value="Eddie Barton"/>	<input type="button" value="Remove"/>

Submit

- Click on the  (Submit) button.

Create Question ▾

Reuse Question ▾

Upload Questions

Question Settings

↕

Description

This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.

Instructions

Use this test throughout the semester to review the content of week 1.

Total Questions

10

Total Points

100

Select: [All](#) [None](#) | Select by Type: - Question Type - ▾

➔

Delete

Points

Update

Hide Question Details

📄

Points: **10**

1. Fill in the Blank: First prime minister: Who was Australia's first prime mini...

Question

Who was Australia's first prime minister?

Answer

Edmund Barton
Barton, Edmund
Mr Barton
Eddie Barton

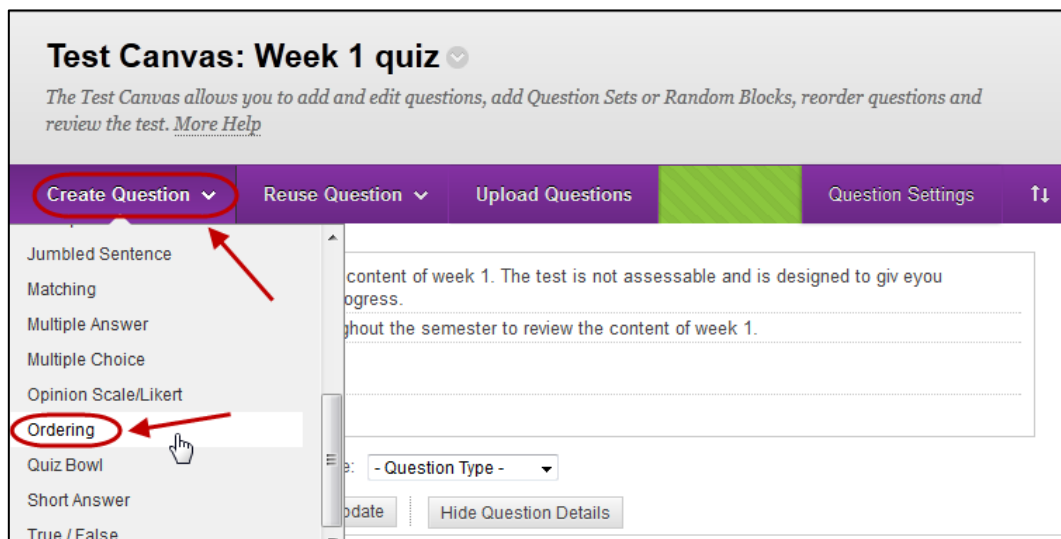
Ordering Question

Example question

- If I was driving south from Brisbane in what order would I reach the following towns?
- **Tweed Heads**
- **Coffs Harbour**
- **Port Macquarie**
- **Newcastle**

Select question type

- Click on the **Create Question** (Create Question) button.
- Select **Ordering** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Enter the question text, set the point value, then add the answers in the correct order. Click Next to set the display order for the answers and provide feedback for user responses.

Question Title

* Question Text

Normal 3 Arial B I U x₂ x²

If I was driving south from Brisbane, in what order would i reach the following towns?

Path: [body](#)

Options

- Select the required **Answer Numbering** from the drop down list.
- Leave the **Allow Partial Credit** checkbox checked.

Note: If you uncheck this checkbox, students will need order all answers correctly to receive any marks.

2. Options

Answer Numbering

Allow Partial Credit ☒

Answers

- Select the required number from the **Number of Answers** drop down list. OR
- Click on the (Remove) button to delete a question.
- Enter each answer pain in a separate **Answer** textbox.

3. Answers

Select the number of answer items and enter the answers in their correct order.

Number of Answers 4 ←

Answer a.

Remove ←

Normal 3 Arial B I U \times_2 \times^2 [List Icons]

Tweed Heads ←

Path: [body](#)

Answer b.

Remove

Normal 3 Arial B I U \times_2 \times^2 [List Icons]

Coffs Harbour ←

Submit Information

- Click on the Next (Next) button.


Answer Order

1. Answers

Set the display order for the answer items.

Correct Order	Display Order ↑↓
Position: 1	Correct Position: 4
Tweed Heads	Newcastle
Position: 2	Correct Position: 1
Coffs Harbour	Tweed Heads
Position: 3	Correct Position: 3
Port Macquarie	Port Macquarie
Position: 4	Correct Position: 2
Newcastle	Coffs Harbour

Submit

- Click on the  (Submit) button.

Create Question ▾Reuse Question ▾Upload QuestionsQuestion Settings ↑↓

Description

This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.

Instructions

Use this test throughout the semester to review the content of week 1.

Total Questions

13

Total Points

130

Select: [All](#) [None](#) | Select by Type:

- Question Type - ▾

→

Delete

Points

Update

Hide Question Details

1. Ordering: Driving south: If I was driving south from Brisbane...

Points: **10**

Question

If I was driving south from Brisbane, in what order would i reach the following towns?

Answer

Display Order

a. Newcastle

b. Tweed Heads

c. Coffs Harbour

d. Port Macquarie

Page 76 of 93

Essay (Short Answer) Question

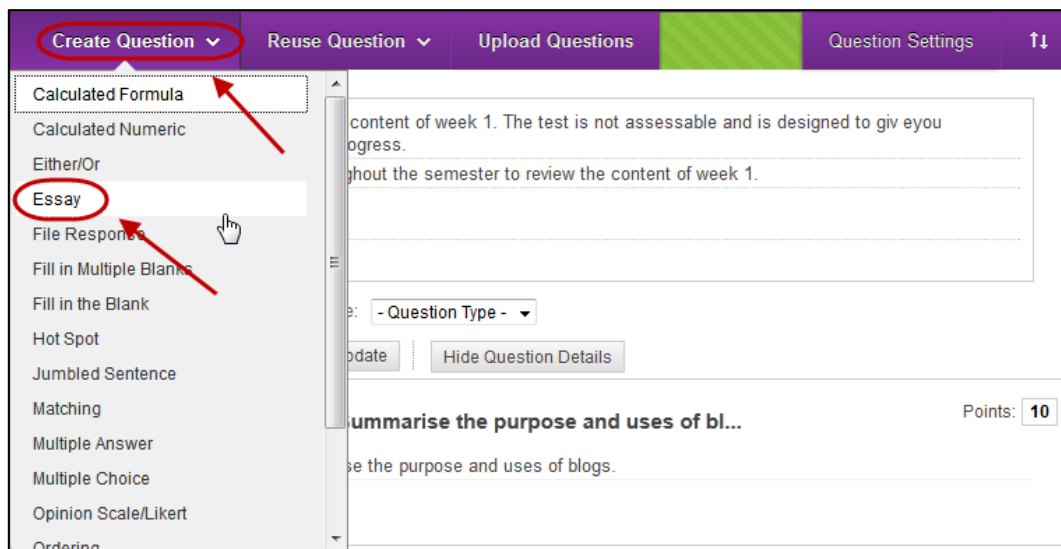
Note: Short answer questions are set up the same way as essay questions.

Example question

Summarise the purpose and uses of blogs. Describe how you would use them with your classes.

Select question type

- Click on the **Create Question** (Create Question) button.
- Select **Essay** from the drop down menu.



Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

1. Question

Question Title

✱ Question Text

Normal 3 Arial B I U abe x₂ x²

Summarise the purpose and uses of blogs. Describe how you would use them with your classes.

Path: [body](#)

Answer

- Optionally, provide a model response.

2. Answer

Enter an answer to provide an example of a correct response.

Normal 3 Arial B I U abe x₂ x²

Path: [body](#)

Rubrics

- If required, click on the (Add Rubric) button.

3. Rubrics

Add Rubric

Select Rubric

Create New Rubric

Create From Existing

te Last Edited

Show Rubric to Students

Note: Refer to the *Rubric* tool page for instructions on how to set up a rubric.

Instructor Notes

- Notes added in the **Instructor Notes** text box cannot be viewed by students.

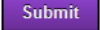
6. Instructor Notes

Instructor Notes

The question content is covered in the first lecture.

abc ✓



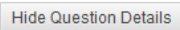
Submit

- Click on the  (Submit) button.

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑↓

Description	This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.
Instructions	Use this test throughout the semester to review the content of week 1.
Total Questions	8
Total Points	80

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

→  Points  

☐ 1. **Essay: Blogs: Summarise the purpose and uses of bl...** Points: **10**

Question	Summarise the purpose and uses of blogs. Describe how you would use them with your classes.
Answer	

Marking

Essay questions are marked in Grade Centre.

Note: Students cannot receive a mark for tests until the instructor marked questions have been graded.

File Upload Question

Example question

In a graphics program i.e. Paint

Draw diagram showing the parts of a flower. Clearly label: stigma, style, ovary, ovule, receptacles, anther, filament, sepal and nectare.

Save the file and upload it using the **Browse** button below.

Select question type

- Click on the **Create Question** button.
- Select **File Response** from the drop down menu.

Question

- Enter a descriptive name for the question in the **Question Title** textbox.
- Enter the question into the **Question Text** textbox.

The screenshot shows the '1. Question' form. The 'Question Title' field contains the text 'Blogs' and is circled in red with a red arrow pointing to it. The 'Question Text' field contains the text 'Summarise the purpose and uses of blogs. Describe how you would use them with your classes.' and is also circled in red with a red arrow pointing to it. The form includes a rich text editor toolbar with various formatting options like bold, italic, underline, and font color. The 'Path' field at the bottom shows 'body'.

Answer

- Optionally, provide a model response.

2. Answer

Enter an answer to provide an example of a correct response.

Normal 3 Arial B I U $\frac{\square}{\square}$ $\frac{\square}{\square}$

Path: [body](#)

Rubrics

- If required, click on the **Add Rubric** (Add Rubric) button.

3. Rubrics

Add Rubric ▼

- Select Rubric
- Create New Rubric
- Create From Existing

☐ Show Rubric to Students

Note: Refer to the *Rubric* tool page for instructions on how to set up a rubric.

Submit

- Click on the **Submit** (Submit) button.

Create Question ▼ Reuse Question ▼ Upload Questions Question Settings ↑↓

Description This quiz cover the content of week 1. The test is not assessable and is designed to giv eyou feedback on your progress.
Instructions Use this test throughout the semester to review the content of week 1.
Total Questions 9
Total Points 90

Select: [All](#) [None](#) | Select by Type: - Question Type -

☒ **1. File Response: Flower: Draw and upload a file containing th...** Points: **10**
Question Draw and upload a file containing the following:
A diagram showing the parts of a flower. Clearly label: stigma, style, ovary, ovule, receptacle, anther, filament, sepal, nectare

Marking

File Response questions are marked in Grade Centre.

Note: Students cannot receive a mark for tests until the instructor marked questions have been graded.

Other Question types

Jumbled sentence

A Question in which one or more blanks must be filled by selecting from a number of possible Answers.

Question: The four stages of team development, in order, are [blank_1], [blank_2], [blank_3] and [blank_4].

Options: storming, performing, hitting things, norming, leaving, forming

Answer: forming, storming, norming, performing

Fill in multiple blanks

Fill in multiple blanks: A Question that requires the student to fill in one or more blanks.

Question: The act of using another's work without properly [blank_1] it is called [blank_2] and is regarded as academic dishonesty.

Answer:

blank_1: referencing *or* acknowledging

blank_2: plagiarism

Create a test using a Random Block

A random block allows you to allocate some of the questions from a pool to a test. (i.e. 50 of a possible 150) Students are randomly allocated a selection of the pool questions each time they attempt the test. Therefore, every student is likely to receive a different set of questions (depending on the size of the pool).

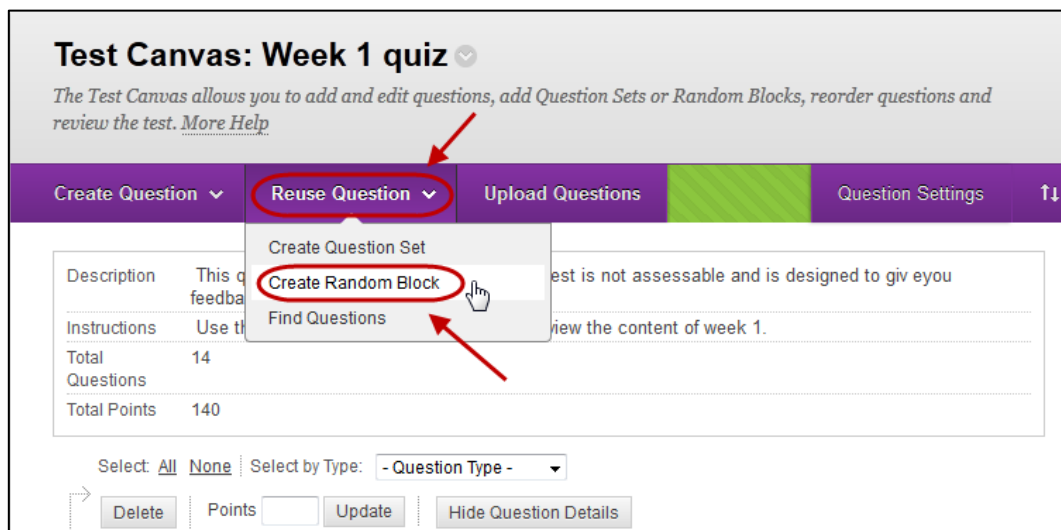
To create a test using a Random Block/s you need to:

1. Create a pool (refer p48)
2. Create a test (refer p17)
3. Add a Random Block/s to a test

Using one random block

For example you may set your test so it randomly allocates 50 out of possible 150 questions from one pool.

- Open the required test.
- Click on the **Reuse Question** (Reuse Question) button.
- Select **Create Random Block** from the drop down menu.



- Select the **All Pool Questions** radio button.
- Check the checkbox of the required pool.
- Click on the **Submit** (Submit) button.

Create Random Block

A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria

View Reset to Default

Pool

☒ sample March

Question types

☒ All Pool Questions

☐ 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

☐ Quiz Bowl

☐ Short Answer

☐ True / False

Selected Criteria

Pool: sample March + Question types: All Pool Questions

Preview questions that match selected criteria

Question Display

Question Text	Question Type	Source Name
Area of rectangle: Example: Calculated formula What is the area in cm2 of a rectangle with: width...	Calculated Formula	sample March
Area of rectangle: Example: Calculated formula What is the area in cm2 of a rectangle with: width...	Calculated Formula	sample March
Books: Example: Matching Match each children's book with the animal or insect that I...	Matching	sample March
Chocolate: Example: Scale opinion/LikertChocolate is my favourite food.	Opinion Scale/Likert	sample March

Question Display

Displaying 1 to 4 of 4 items

Show All Edit Paging...

Cancel

- Click on the **Number of Questions to display** textbox.

1. Random Block

Points per question: 10

Success: Random block saved. Edit number of questions to display, and points.

Total Questions: 4

Number of Questions to display:

Source Pool: sample March

Question Types: All Pool Questions

Preview questions that match selected criteria

- Enter the number of questions you want randomly allocated from the pool.
- Click on the (Submit) button.

1. Random Block

Points per question: 10

Success: Random block saved. Edit number of questions to display, and points.

Total Questions: 4

Number of Questions to display:

Source Pool: sample March

Question Types: All Pool Questions

Preview questions that match selected criteria

Using more than one Random Block

You could use a random block per question. For example you may have a pool per question and randomly display one question from each pool.

- Repeat the above steps for each random block.

Test Canvas: Sample test

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions and review the test.
[More Help](#)

Create Question

Reuse Question

Upload Questions

Question Settings

Description

Sample instructions

Instructions

Total Questions **3**

Total Points **30**

Select: [All](#) [None](#) Select by Type: [- Question Type -](#)

Delete

Points

Update

Show Question Details

1. **Random Block**

Points per question: **10**

Total Points: 10

2. **Random Block**

Points per question: **10**

Total Points: 10

3. **Random Block**

Points per question: **10**

Total Points: 10

Success: Random block saved. Edit number of questions to display, and points.

Total Questions: 4

Number of Questions to display: **1**

Source Pool: sample March

Question Types: All Pool Questions

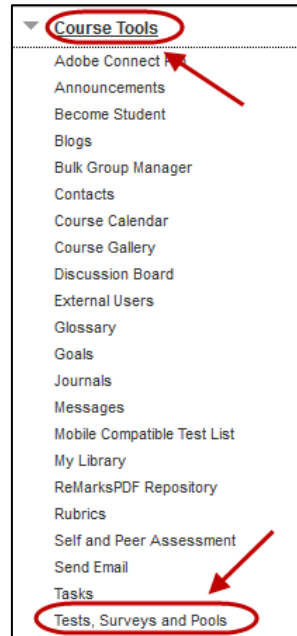
Preview questions that match selected criteria

Export and Import tests

Using the Export and Import functions you can copy tests from one course to another.

Export

- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**



- Click on the **Tests** link.

Tests, Surveys and Pools

Tests


Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not graded automatically.

Surveys

Surveys are not marked. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder so that students may respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

- Hover over the title of the required test.
- Click on the  (arrow) button.
- Select **Export** from the drop down list.

Tests
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name ▲	Deployed	Date Last Edited
Sample - all question types	No	02 April 2013 12:18
Week 1 quiz	No	02 April 2013 10:37
Week 1 quiz(1)	No	04 April 2013 14:22

Displaying 1 to 3 of 3 items | Show All | Edit Paging...

Context menu for 'Week 1 quiz(1)':

- Edit
- Export
- Copy
- Delete

- Select the **Save** radio button.
- Click on the (OK) button.

Import

- Open the required Learn.UQ (Blackboard) course.
- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**
- Click on the **Tests** link.
- Click on the (Import Test) button.

Tests
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name ▲	Deployed	Date Last Edited
March practice	Assessment	26 March 2013 11:42
Sample - all question types	Learning Resources	22 February 2013 13:37

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

- Click on the (Browse My Computer) button.
- Select the previously downloaded file.

Note: The file should be in your **Download** folder.

- Click on the (Submit) button.

Test Import

Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

Cancel **Submit**

1. Test Import

Click **Browse** to locate a file to import.


Attach File **Browse My Computer** Browse Course

- Click on the  (OK) button.

Test Import Complete

The package has been processed. The log file is below.
 04-Apr-2013 18:37:48 - Status: The operation import has completed.


Thursday, 4 April 2013 18:37:48 o'clock EST





Tests

Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name 	Deployed	Date Last Edited
March practice	Assessment	26 March 2013 11:42
Sample - all question types	Learning Resources	22 February 2013 13:37
Week 1 quiz	No	04 April 2013 18:37

Displaying 1 to 3 of 3 items  

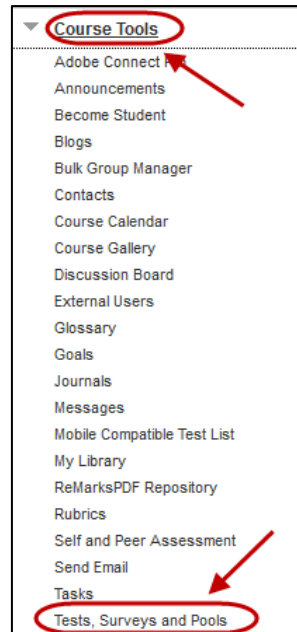
Export and Import pools

Using the Export and Import functions you can copy pools from one course to another.

Export

Access the pool

- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**




- Click on the **Pools** link.

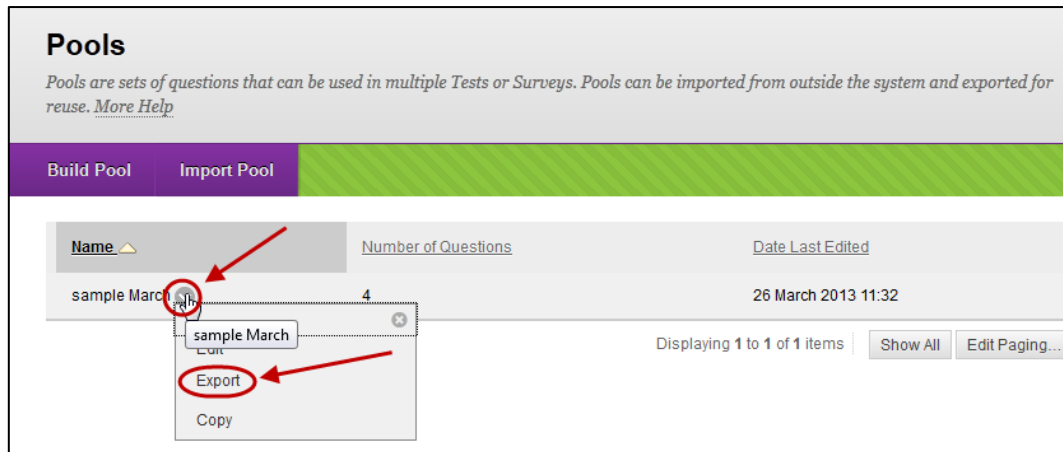
Tests, Surveys and Pools

Tests
Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not graded automatically.

Surveys
Surveys are not marked. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder so that students may respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

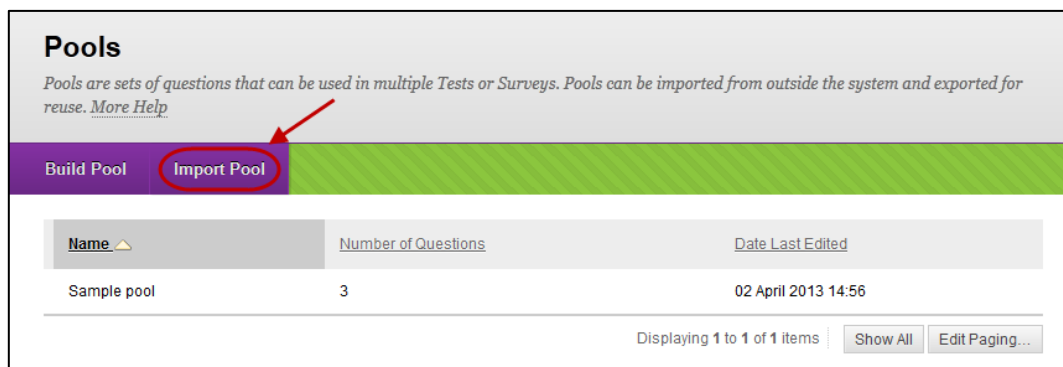
- Hover over the title of the required test.
- Click on the  (arrow) button.
- Select **Export** from the drop down list.



- Select the **Save** radio button.
- Click on the (OK) button.

Import

- Open the required Learn.UQ (Blackboard) course.
- From the **Control Panel**, select **Course Tools > Tests, Surveys and Pools**
- Click on the **Pools** link.
- Click on the (Import Pool) button.



- Click on the (Browse My Computer) button.
- Select the previously downloaded file.

Note: The file should be in your **Download** folder.

- Click on the (Submit) button.

Pool Import

Pool Import adds an exported Pool to the set of Pools. This is a useful way to reuse a Pool. Only Pool packages created by Blackboard Learn can be imported. Pools created by others, Pools created at other institutions, and Pools created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

Cancel Submit

1. Pool Import

Click **Browse** to locate a file to import.


Attach File Browse My Computer Browse Course

- Click on the  (OK) button.

Pool Import Complete

The package has been processed. The log file is below.
04-Apr-2013 20:47:02 - Status: The operation import has completed.

Thursday, 4 April 2013 20:47:02 o'clock EST



Pools

Pools are sets of questions that can be used in multiple Tests or Surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)

Build Pool Import Pool

Name ▲	Number of Questions	Date Last Edited
sample March	4	04 April 2013 20:47
Sample pool	3	02 April 2013 14:56

Displaying 1 to 2 of 2 items | Show All Edit Paging...

Further Resources

Technical Support

Helpdesk staff – Gary Smith, Paul Dutton and Daniel Lui.

help@learn.uq.edu.au or Ph 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an [eLearning Solutions Service](#) to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

ITaLI Teach Assist

TeachAssist is provided by ITaLI for the UQ community to offer support for their teaching and learning. If you are considering changing your curriculum, its delivery or assessment, evaluating your teaching or perhaps even educational research then get in contact through the ITaLI TeachAssist website.

Faculty Educational Designers

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eLearning Resources

A range of resources are available on our [eLearning website](#), including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The [eLearning newsletter](#) is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

UQ eLearning Twitter



<https://twitter.com/elearningUQ>

Pedagogical Resources

The [Institute for Teaching and Learning Innovation \(ITaLI\)](#) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides [AskUS](#) a help and information service for students. They also offer face-to-face help, provide online [Learn.UQ student guides](#) and run [workshops](#) for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching and Learning Technologies series](#) on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching, Learning and assessment series](#) on the Staff Development website.

Custom Workshops

Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au

Prepared by: [Ailsa Dickie]

Last modified: [16 May 2017]

Version: Blackboard 9.1SP13