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
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.

![Diagram](image)

Set Availability

- Select the Yes radio button for the setting Make Course 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) button.
Instructor marked questions

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

- Hover over the ![marked](image) icon of the required student.
- Click the ![arrow](image) 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](image) 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** (Build Test) button.
• 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.

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

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.
Feedback

- Giving specific feedback is optional. The default is Correct / Incorrect.
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** (Add) button.
- Click on the **OK** (OK) button.

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

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

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

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

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

6. Instructor Notes

The question content is covered in the first lecture.

- Click on the Submit (Submit) button.

Create Question  Reuse Question  Upload Questions  Question Settings

Description: This quiz covers the content of week 1. The test is not assessable and 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: 1
Total Points: 10

1. Multiple Choice: Smallest egg: Which living bird lays the world's smallest egg?

- [x] a. Bee Humming Bird
- b. Hornbill
- c. Gulls
- d. Woodpecker

Points: 10
Multiple choice (with images)

Which is the Australian flag?

Change image settings

- Click on the (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** 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) and select the required image file.
- **Action:** Select Display image with the page from the drop down list.
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.
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** (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.

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.
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.

![](image)

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

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.
  - **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.
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.

- Enter negative partial credit weightings for incorrect answers.

**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.
True/False Question

Surfers Paradise has a better winter climate than Melbourne.
True/Disagree

- Click on the (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.

Surfers Paradise has a better winter climate than Melbourne.
Answers

- Select the **True** radio button.

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

Match each eastern Australian state with its 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.

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.
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.

Answer Order

- Select the Randomly radio button.
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)** 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.

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.
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.

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

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.
• Enter the new mark in the **Points** textbox.

• Click on the **Update** (Update) button.

---

**Reorder questions**

• Hover over the required question.

• Click on the **↑** (double arrow) icon and drag the question to the required position.
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 button.
- Select Test from the drop down menu.

Add Test

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

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. More Help
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.

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.
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.
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.

Example 2: Setting a student a different test availability

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

Click on the (Save) button.

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.
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, ever if you are not using the marks, hiding to results will not even allow you to check if students have attempted the test.

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.
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.

Randomise Questions

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

Submit

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

<table>
<thead>
<tr>
<th>Student A</th>
<th>Student B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1</td>
<td>Question 2</td>
</tr>
<tr>
<td>Question 3</td>
<td>Question 3</td>
</tr>
<tr>
<td>Question 4</td>
<td>Question 7</td>
</tr>
<tr>
<td>Pool of 20 questions</td>
<td>Question 12</td>
</tr>
<tr>
<td>Question 8</td>
<td>Questions 19</td>
</tr>
<tr>
<td>Questions 12</td>
<td>Question 20</td>
</tr>
<tr>
<td>Question 15</td>
<td></td>
</tr>
</tbody>
</table>

- 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**

- Click on the **Build Pool** (Build Pool) button.
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.

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

Question

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

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

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 109, 143

- Click on the Submit (Submit) button.
Calculated numeric

Example question

Calculate the Creatinine clearance for a female patient according to the Cockgroft-Gault equation to 2 decimal places.
Age: 25
Weight: 57kg
CR: 1.9mg/dL

Select Question Type

- Click on the (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](image)

Submit

- Click on the (Submit) button.
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-age) x (Wt in Kg) * 0.85) / (72 * Cr)
Select Question Type

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

**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 pi cannot be used as variables). Note, a variable is not required for the answer.
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.

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.

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.

![Define Variables Table]

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 Formal from the drop down list. i.e. Normal or Exponential.

![Answer Set Options]

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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>45</td>
<td>1.7</td>
<td>113.42</td>
</tr>
<tr>
<td>2.</td>
<td>29</td>
<td>1.7</td>
<td>82.66</td>
</tr>
<tr>
<td>3.</td>
<td>30</td>
<td>1.7</td>
<td>115.63</td>
</tr>
<tr>
<td>4.</td>
<td>52</td>
<td>1.7</td>
<td>67.13</td>
</tr>
<tr>
<td>5.</td>
<td>20</td>
<td>1.7</td>
<td>103.79</td>
</tr>
<tr>
<td>6.</td>
<td>20</td>
<td>1.7</td>
<td>59.54</td>
</tr>
<tr>
<td>7.</td>
<td>88</td>
<td>1.7</td>
<td>47.40</td>
</tr>
<tr>
<td>8.</td>
<td>37</td>
<td>1.7</td>
<td>83.80</td>
</tr>
<tr>
<td>9.</td>
<td>73</td>
<td>1.7</td>
<td>103.95</td>
</tr>
<tr>
<td>10</td>
<td>89</td>
<td>1.7</td>
<td>67.29</td>
</tr>
</tbody>
</table>

Submit

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

### 1. Calculated Formula: Creatinine clearance

**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**

\[
\frac{(140-a) \times w \times 0.85}{72c}
\]
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) button.
- Select Fill in the Blank from the drop down menu.

![Select question type screenshot](image-url)
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
   "First prime minister"

   Question Text
   "Who was Australia's first prime minister?"

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

   Number of Answers 4

   Answer 1
   "Edmund Barton"

   Answer 2
   "Barton, Edmund"

   Answer 3
   "Mr Barton"

   Answer 4
   "Eddy Barton"

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

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

![Quiz preview]

1. Fill in the Blank: First prime minister: Who was Australia’s first prime minister?

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who was Australia’s first prime minister?</td>
<td>Edmund Barton, Barton, Edmund, Mr Barton, Eddie Barton</td>
</tr>
</tbody>
</table>
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) button.
- Select Ordering from the drop down menu.

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.

Question

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

Answers

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

- Click on the Next (Next) button.

Answer Order
Submit

- Click on the **Submit** button.

```markdown
<table>
<thead>
<tr>
<th>Description</th>
<th>This quiz cover the content of week 1. The test is not assessable and is designed to give you feedback on your progress.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions</td>
<td>Use this test throughout the semester to review the content of week 1.</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
</tr>
<tr>
<td>Questions</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>130</td>
</tr>
</tbody>
</table>

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

   **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
```
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)** 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.
Answer

- Optionally, provide a model response.

Rubrics

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

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.

**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.

Answer

- Optionally, provide a model response.
Rubrics

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

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

Submit

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

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

- Enter the number of questions you want randomly allocated from the pool.

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

- 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 (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 (Import Test) button.

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

Note: The file should be in your Download folder.

• Click on the Submit (Submit) button.
Click on the (OK) button.
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, 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.

- 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** (Browse My Computer) button.
• Select the previously downloaded file.

*Note:* The file should be in your **Download** folder.
• Click on the **Submit** (Submit) button.
Click on the **(OK)** button.
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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Educational Designer</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEL</td>
<td>Christy Patton (Business)</td>
<td><a href="mailto:c.patton@business.uq.edu.au">c.patton@business.uq.edu.au</a></td>
<td>334 66978</td>
</tr>
<tr>
<td>EAIT</td>
<td>Esther Fink</td>
<td><a href="mailto:e.fink@uq.edu.au">e.fink@uq.edu.au</a></td>
<td>336 57390</td>
</tr>
<tr>
<td>HABS</td>
<td>Jessica Tsai</td>
<td><a href="mailto:j.tsai@uq.edu.au">j.tsai@uq.edu.au</a></td>
<td>336 56641</td>
</tr>
<tr>
<td>HASS</td>
<td>Chris Frost Inge Matt</td>
<td><a href="mailto:c.frost1@uq.edu.au">c.frost1@uq.edu.au</a>, <a href="mailto:i.matt@uq.edu.au">i.matt@uq.edu.au</a></td>
<td>334 61632, 336 51333</td>
</tr>
<tr>
<td>MABS</td>
<td>Kym Ward (Medicine) Michael O’Brien (Public Health)</td>
<td><a href="mailto:k.ward1@uq.edu.au">k.ward1@uq.edu.au</a>, <a href="mailto:m.obrien3@uq.edu.au">m.obrien3@uq.edu.au</a></td>
<td>334 64620, 336 55037</td>
</tr>
<tr>
<td>Science</td>
<td>Pablo Riveros</td>
<td><a href="mailto:p.riveros@uq.edu.au">p.riveros@uq.edu.au</a></td>
<td>336 58869</td>
</tr>
</tbody>
</table>

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