Blackboard Testing
Instructor Support

Best Practices

When giving online tests, there are multiple factors that an instructor should be aware of. Students will be using various computers and mobile devices to take online tests. Various browsers will be available for each student to use along with different internet connections. This document will cover some tips and tricks to help instructors have a successful online test.

Creating Tests

Create a Practice Test

Towson University Blackboard recommends creating one practice test so students can see what an online test is like, and can work out any technical issues they may run into before a graded test.

Test Length

If you are planning on giving a long test in Blackboard, it is best to break the test up into smaller tests. This will help with potential student internet connectivity issues.

Essay Questions

If your essay questions require a long response, TU Blackboard suggests creating an assignment instead of an online test.

Test Questions and Blackboard Mobile App

Some question types and features in the Blackboard test are not available in the Blackboard Student Mobile App. If test questions are not compatible with the app students will prompted to take the test in a desktop browser.

The Blackboard Student App works with only the following questions types and deployment settings:

- True/False
- Multiple Choice
- Short Answer
- Essay
- Either/Or Questions
- Displaying questions in random order
- Using pools to create random blocks
  Note: You can only use a pool if all the questions in the pool are support app question types.

The Blackboard Student App does NOT support the following options and students will be prompted to open the test in a desktop browser:

- Presenting one question at a time
- Timed assessments with Auto-submit = OFF
- Images in test questions are not displayed

Test Deployment

Test Availability

If a professor sets a *display after/until dates* the instructor must select Yes for Make Test Available to Students. If an instructor does not make a test available the student will not see the test during the test time period.

Force Completion

If a student navigates away from the browser window, clicks the back button in the browser, or if they lose their internet connection, the test will submit. They will be unable to resume the test, and you will need to give the student another attempt, this will require them to start over.

Timed test with Auto-Submit On

Instead of using force completion, we recommend using a timed test with auto-submit on. You can set the time for any amount and the test will submit at the end of that set time. If a student has connectivity issues or navigates away they will be able to come back to the test and continue until the allotted time has expired.

Test Availability Exceptions

The test availability exceptions allows the instructor to give individual students more time on the test, another attempt, or a different testing date restriction. *Note: if giving students extended time on a test you must give the full test time plus the additional time.*

Self-Assessment Options

The option *Hide results for this test completely from the instructor and the grade center:* is not recommended. If this option is selected the instructor will not be able to see the results and Blackboard Administrators are unable to retrieve these results.

Randomize Questions

If you have a question that is a follow-up to a pervious question selecting randomize questions will separate these questions.

Include these Questions in Grade Center Calculations

Regardless if an instructor includes the test in final grade, a column will still be added to the full grade center. This column cannot be deleted unless you delete the test and all results.

Support

Blackboard Technical Support

Testing documentation and video tutorials:
https://www.towson.edu/technology/training/blackboard/faculty/resources.html

Email: blackboard@towson.edu

Call: 410-704-5151

One-on-one: http://tubbsupport.youcanbook.me

Instructional Support and Assistance with Test Question Development

Contact the Faculty Academic Center of Excellence at Towson

Email: facet@towson.edu