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System of Georgia

Evaluating Student Knowledge using Tests

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Blackboard Reminders

- Our webinars are conducted for all three groups, Technical Education, Economic Development and Adult Education. Each group may be at different places in Blackboard so keep in mind that you may not have access to all of the tools/features that we cover in the webinars.

- If you do not yet have access to Blackboard or do not have access to a Blackboard course, please reach out to your contact person for Economic Development or Adult Education.

- Your contact person will let you know when your access will be available.

- If your course is copied from a Master, go into the course before the start of the term to make sure everything looks correct and is working the way it should.

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Webinar Overview

- Steps for Creating and Deploying a Test
  - Create a Test
  - Create and Deploy a Test
- Question Types
- Test Options
- Reminders
- Demo
  - Create, Edit and Deploy a Test

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Steps for Creating and Deploying a Test

1. Create Test

2. Add Test Questions

3. Choose Test Options

4. Deploy Test in Content Area

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Create a Test

1. Control Panel

↓

2. Course Tools

↓

3. Tests, Surveys, and Pools

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▼ **Course Tools**

Accessibility Report
Achievements
Announcements
Attendance
Blackboard Collaborate Ultra
Blogs
SafeAssign
Self and Peer Assessment
Send Email
SoftChalk - Synchronize Copied Content
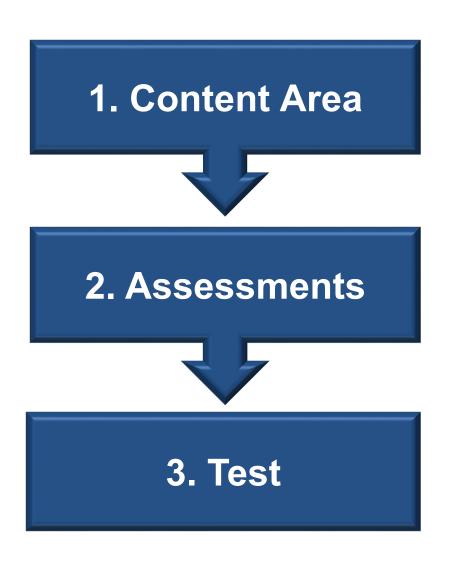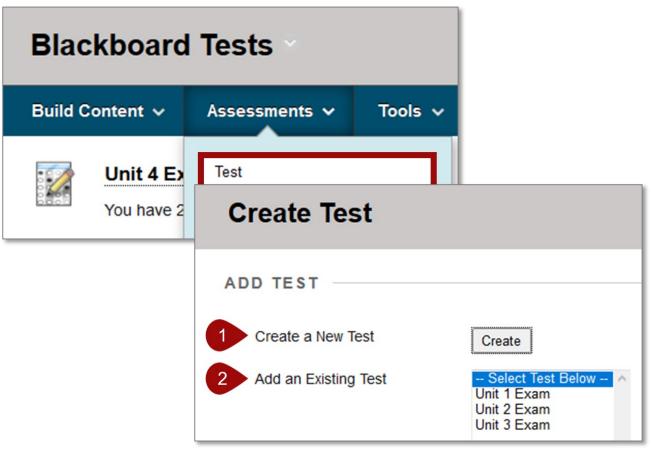SoftChalk Publish with ScoreCenter
Tests, Surveys, and Pools
Turnitin Direct Assignments
Wikis

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Create and Deploy a Test

1. Content Area

↓

2. Assessments

↓

3. Test

Blackboard Tests

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ |

Unit 4 Ex... | Test

You have 2...

Create Test

ADD TEST

1 Create a New Test — Create

2 Add an Existing Test — -- Select Test Below --
Unit 1 Exam
Unit 2 Exam
Unit 3 Exam

1. Create and deploy a test
2. Deploy a test

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Question Types

- **Calculated Formula**
- **Calculated Numeric**
- **Either/Or**
- **Essay**
- **File Response**
- **Fill in Multiple Blanks**
- **Fill in the Blank**
- **Hot Spot Questions**
- **Jumbled Sentence Questions**

- **Matching Questions**
- **Multiple Answer**
- **Multiple Choice**
- **Opinion Scale and Likert Questions**
- **Ordering**
- **Quiz Bowl Questions**
- **Short Answer**
- **True or False Questions**

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Test Options

- Test Availability
- Force Completion, Timer, and Password
- Test Availability Exceptions
- Due Date
- Self-Assessment Options
- Show Test Results and Feedback to Students
- Test Presentation

Keep in Mind!

- Questions can not be added to a test that has deployed and has submissions.
- When you add a test to the Tests page, it is not deployed.
- When you add a test to a content area and make it available, it is deployed.
- A test must be deployed to modify options from the Test Questions page.
- Unavailable tests deployed in a content area do not appear to students.
- If you delete a test from a content area, it's removed from that location only.
- If you delete a test from the Tests page, it is permanently deleted from the course and can not be undone.

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Resources

- GVTC Training Resources
  - [Course Content – Tests – Best Practices for Instructors](#)
  - [Course Content – Tests – Best Practices for Students](#)
  - [Course Content – Tests – Test Question Types](#)
  - [Course Content – Tests – Editing and Applying Test Settings](#)
  - [Course Content – Tests – Mobile-Compatible Tests](#)
- GVTC Rapid Deployment Webinar Recordings (https://gvtc.tcsg.edu/deac)

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