



# Blackboard Quick Reference Guide 8.0

## Using Assessment Question Types



There are seventeen different question types available in Blackboard version 8.0.

The screenshot shows the 'Test Canvas' interface. At the top, there is a 'Test Canvas' header with a checkmark icon. Below it, a text box says 'Add, modify, and remove questions. Select a question type from the Add Question menu, which default options, such as feedback and images, are available for question types.' Below this is a form with an 'Add' dropdown menu. The dropdown is open, showing a list of question types: Calculated Formula (highlighted), Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, and Jumbled Sentence. To the right of the dropdown is a 'GO' button and a 'Creation Settings' link. Below the dropdown, there is a note: 'Select a question type from the drop-down list and click Go.'

Here's a summary of the question types available:

- **Calculated Formula** – A question that contains a formula. Instructor sets variable range (minimum and maximum) which provides randomly generated answer sets for students. Partial credit possible.
- **Calculated Numeric** – Like Fill in the Blank type, but students input a number.
- **Either/Or** – Like True/False type, but instructor can set the text to be: Yes/No, Agree/Disagree or Right/Wrong.
- **Essay** – This question must be graded manually in the Gradebook.
- **File Response** – While taking the test, students need to upload a file to complete this question. Must be manually graded.
- **Fill-in Multiple Blanks** – Like Fill in the Blank type, but students must provide answers to several blanks within a sentence or paragraph.
- **Fill in the Blank** – Provide possible answers (up to 20). Blackboard does not regard case-sensitivity in grading. Naturally, you will need to design this type of question carefully.
- **Hot Spot** – Students need to point and click on a region (“hot spot”) designated on an image.
- **Jumbled Sentence** – Like Fill in Multiple Blanks type, but students have several drop-down lists to select from.

- **Matching** – Indicate the questions and answers in the order you wish displayed to the students, then provide the answers in the correct order. Partial credit is possible.
- **Multiple Answer** – In contrast to the previous type, the student can select more than one answer. All selected answers must be correct, however, to receive credit.
- **Multiple Choice** – Indicate the correct answer (only one). The range of possible answers is 4 to 20.
- **Opinion Scale/Likert** – Students rate their reaction or opinion to a statement. Scale ranges from Strongly Agree to Strongly Disagree. Very useful for surveys.
- **Ordering** – Provide up to 20 possible answers. Enter them in the correct order, then indicate the wrong order you wish displayed to the students. Partial credit is possible.
- **Quiz Bowl** – Like the Jeopardy® game, students enter a question to a statement provided by the instructor.
- **Short Answer** – Similar to Essay type, instructor can limit length of student response. Instructor sets number of rows of text.
- **True/False** – Build a question or statement that requires either a true or false response.

Here is a sample of how some question types look in the Test Canvas area:

Question 1 ▼
**Fill in the Blank**

Modify  
Remove

**Question** That the Southern states were "conquered provinces" and therefore at the mercy of Congress for readmission to the Union was the view of

**Answer**            Congressional Republicans  
                          Radical Republicans  
                          Republicans

◀ [Add Question Here](#)

Question 2 ▼
**Multiple Choice**

Modify  
Remove

**Question** In the postwar South

**Answer** ✓ the economy was utterly devastated. [488]  
                  economic prosperity was enjoyed by both blacks and whites.  
                  the much-feared inflation never materialized.  
                  agriculture was damaged but Southern industry and transportation  
                  continued to flourish.

◀ [Add Question Here](#)

Question 3 ▼
**Essay**

Modify  
Remove

**Question** Briefly describe the outcome of the 1896 Plessy v. Ferguson case.

**Answer**

What follows on the next few pages are basic instructions on using these question types.

## Calculated Formula

To create a question that contains a formula:

### PHASE ONE

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Calculated Formula* from the Add drop-down list and click **Go**.
- Step 2:** In the Question Text box, enter the instructions for the student. Put formula variables in brackets.
- Step 3:** In the Answer Formula box, enter the actual formula. For mathematical signs (operations), use the toolbar (you can use the plus, minus and equals symbols on the keyboard, if you wish). Click the checkmark button to check syntax.
- Step 4:** Assign a point value for the question.
- Step 5:** In the Options area, determine the range that the answer can be for credit. The range must be numeric or percent. A range of 0 (the default) indicates that the answer must be exactly the right number.



If you select Partial Credit, the page updates and you'll need to indicate the partial credit range as well.



If you select Units Required, the page updates and you'll need to indicate the correct unit of measurement (e.g., seconds or grams) and whether the unit is case-sensitive. Optionally, you can indicate the percentage of points awarded if only the unit is incorrect.

- Step 6:** Click **Next**.

### PHASE TWO

- Step 7:** On the next page, determine the size of the answer set(s) for the variable(s) specified on the previous page. Indicate the Minimum and Maximum values and whether or not decimal places are included.
- Step 8:** In the Answer Set Options area, choose the number of decimal places required by the student in the answer. Also determine the number of answer sets to be generated by Blackboard.
- Step 9:** Click **Calculate**.

### PHASE THREE

- Step 10:** This page asks you to confirm the answer sets generated by Blackboard. A student will receive one of these sets when taking the test. If you make any modifications, click **Calculate** to re-generate the list.
- Step 11:** Below the Modify Answer Sets area are the standard options for feedback and

indicating categories or keywords.

**Step 12:** Click **Submit**.

Here is a simple example of this question type from the Test Canvas page:

Question 1	<b>Calculated Formula</b>	<b>1 points</b>
<b>Question</b>		
Solve the following formula: $[x] + [y] = z$ .		
<b>Answer Formula</b>		
$x + y$		
<b>Answer Range +/-</b> $\pm 0$		
<b>Number of Answer Sets</b> 10		

Here is how students will see the question:

Question Completion Status:		
<b>Question 1</b>	<b>1 points</b>	<input type="button" value="Save"/>
Solve the following formula: $4 + 4 = z$ .		
<input type="text"/>		
		<input type="button" value="Save"/> <input type="button" value="Submit"/>

## Calculated Numeric

To create a “fill-in-the blank” question that requires a numeric response:

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Calculated Numeric* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
- Step 3:** In the Answers area, enter the correct value and determine if a numeric range is permissible for the answer. If the answer must be exact, then leave the *Answer Range* box empty.
- Step 4:** Click **Submit**.

Here is a simple example of this question type from the Test Canvas page:

Question 2	Calculated Numeric	1 points
<b>Question</b>		
The value 15 to the power of 2 equals _____.		
<b>Answer</b>	225	
<b>Answer range +/-</b>	0	

## Either/Or

**To create a two-choice question (with different label combinations):**

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Either/Or* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
- Step 3:** In the Answers area, select the desired label combination (Yes/No, Agree/Disagree, Right/Wrong, or True/False).
- Step 4:** Select which is the *Correct Answer*.
- Step 5:** Click **Submit**.

Here is an example of this question type from the Test Canvas page:

Question 3	Either/Or	2 points
<b>Question</b> Carl Jung was the founder of analytical psychology.		
<b>Answer</b>	✓ Right	
	Wrong	

## Essay

**To create an open-ended question:**

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Essay* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
- Step 3:** Click **Submit**.

## File Response

**To create a question that requires a file upload from the student:**

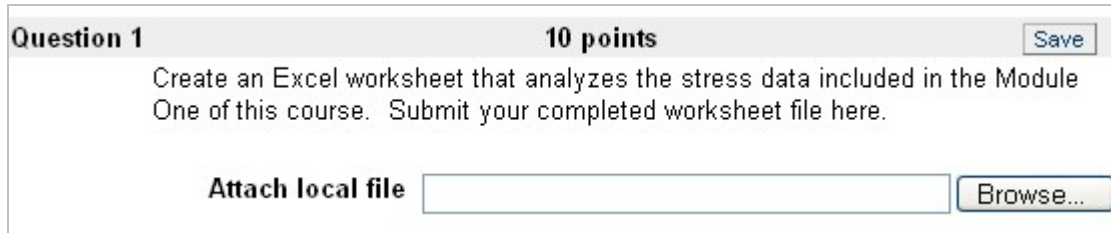
- Step 1:** From the Test Canvas (or Survey Canvas) page, select *File Response* from the Add

drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Click **Submit**.

Here is an example of how the student sees the question:



**Question 1** **10 points** Save

Create an Excel worksheet that analyzes the stress data included in the Module One of this course. Submit your completed worksheet file here.

**Attach local file**  Browse...

## Fill in Multiple Blanks

**To create a question that includes more than one fill-in-the blank:**

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Fill-in Multiple Blanks* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text, placing the variables (fill-in blanks) in brackets [ ]. Assign a point value.

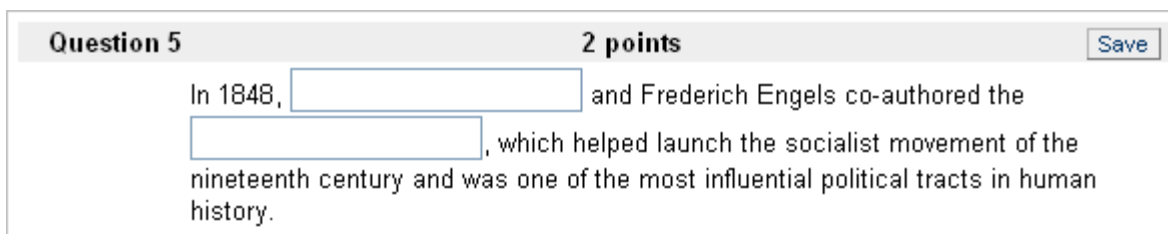
**Step 3:** Click **Next**.

**Step 4:** On the next page, determine the number of possible answers for each variable. The page will update each time you change the number of answers for a variable.

**Step 5:** Click **Next** and enter any feedback, category and keyword options desired.

**Step 6:** Click **Submit**.

Here is an example of how the student sees the question:



**Question 5** **2 points** Save

In 1848,  and Frederick Engels co-authored the , which helped launch the socialist movement of the nineteenth century and was one of the most influential political tracts in human history.

## Fill in the Blank

**To create a question that includes only one fill in the blank:**

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Fill in the Blank* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Add answers for all possible correct answers.

**Step 4:** Click **Submit**.

## Hot Spot

**To create a question that requires the student to click on a specific part of an image:**

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Hot Spot* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Click **Browse** to upload the image file.

**Step 4:** Click **Next**. The image appears.

**Step 5:** Using the mouse, drag to create a rectangle over the area of the image that a student needs to click on. As you drag coordinate values appear below the image.



If you want to change the specified area, click **Clear** and start over.

Here is an example from the student view:

## Jumbled Sentence

**To create a question where the student assembles a statement from drop-down lists:**

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Fill-in Multiple Blanks* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text, placing the variables (fill-in blanks) in brackets [ ]. Assign a point value.

**Step 3:** Determine the number of answers and enter those answers in the boxes below.


**Step 4:** Click **Next**.

**Step 5:** On the next page, select the correct answer for each variable (use the drop-down list boxes).

**Step 6:** Click **Submit**.

## Matching

To create a question that requires students to match answers to the right question items:

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Matching* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
-  Note that *Allow Partial Credit* is selected by default. If you de-select it, then a student will need to match every single one correctly to receive any points.
- Step 3:** Determine the number of question items you want (no less than 4).
- Step 4:** Enter the question items *in the order in which you want them displayed for the student*.
- Step 5:** Repeat step 3-4 for the answer items.
- Step 6:** Click **Next**.
- Step 7:** In the next screen, match the question items to the correct answer items. This will be the “answer key” Blackboard will use to score the question.
- Step 8:** Click **Submit**.

## Multiple Answer

To create a question that allows for more than one answer:

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Multiple Answer* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
- Step 3:** Determine the number of answers (no less than 4) you want.
- Step 4:** Enter the text for each answer.
- Step 5:** Select the correct answers (check the square boxes).
- Step 6:** Click **Submit**.

## Multiple Choice

To create a question that allows for only one answer:

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *Multiple Choice* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.

**Step 3:** Determine the number of answers (no less than 3) you want.

**Step 4:** Remove any unused answers.

**Step 5:** Enter the text for each answer.

**Step 6:** Select the correct answer (check the round circle).

**Step 7:** Click **Submit**.

## Opinion Scale/Likert

**To create a question that assesses the level of agreement/disagreement with a statement:**

**Step 1:** From the Survey Canvas page, select *Opinion Scale/Likert* from the Add drop-down list and click **Go**.



This question is more applicable to a survey than a test.

**Step 2:** Enter the question text.

**Step 3:** Determine the number of possible answers (minimum is 6) and modify the answer text as desired.

**Step 4:** Click **Submit**.

Question 2	10 points
This course has met my expectations.	
<input type="radio"/> 1. Strongly Agree	<input type="radio"/> 2. Agree
<input type="radio"/> 3. Neither Agree nor Disagree	<input type="radio"/> 4. Disagree
	<input type="radio"/> 5. Strongly Disagree

## Ordering

**To create a question that requires the correct ordering of items:**

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Short Answer* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Determine the number of answers you want. (Click Remove to reduce your list.)

**Step 4:** Enter the answer items in the *correct order*.

**Step 5:** Click **Submit**.

**Step 6:** Place the list in the order in which you want it *displayed to students*.

**Step 7:** Click **Submit**.

## Short Answer

To create an essay-type question that restricts the length of the answer:

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Short Answer* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Determine the number of rows of text for the answer (maximum of 6).



You can optionally enter sample text if you have a grader.

**Step 4:** Click **Submit**. Here is an example of how the student sees the question:

The screenshot shows a question titled "Question 7" worth "5 points". The question text is "Summarize briefly the outcome of the Congress of Vienna in 1815." Below the text is a rich text editor toolbar with options for "Normal", "3" (rows), "Times New Roman", and bold, italic, and underline. There are also icons for bulleted and numbered lists, and text alignment. A "Save" button is in the top right corner.

## Quiz Bowl

To create an essay-type question where the student provides the question to a given answer:

**Step 1:** From the Test Canvas (or Survey Canvas) page, select *Quiz Bowl* from the Add drop-down list and click **Go**.

**Step 2:** Enter the question text and assign a point value.

**Step 3:** Determine the number of acceptable interrogative words.

**Step 4:** Determine the number of acceptable phrases and enter text for that phrase(s).

**Step 5:** Click **Submit**. Here is a simple example:

The screenshot shows a "Quiz Bowl" question titled "Question 8" worth "2 points". The question text is "The person was appointed to head the new Continental Army because of his aristocratic background and his Virginia background." Below the text are two fields: "Interrogatives" with the value "Who" and "Answer Phrases" with the values "Who was George Washington?" and "Who was Washington?". There are "Modify" and "Remove" buttons in the top right, and a "Canvas view" button in the bottom right.

The screenshot shows the "Student view" of a "Quiz Bowl" question titled "Question 3" worth "2 points". The question text is "This person was appointed to head the new Continental Army because of his aristocratic background and his Virginia background." Below the text is a text input field containing "Who was George Washington?". There is a "Save" button in the top right and a "Student view" button in the bottom right.

## True/False

### To create a two-choice question:

- Step 1:** From the Test Canvas (or Survey Canvas) page, select *True/False* from the Add drop-down list and click **Go**.
- Step 2:** Enter the question text and assign a point value.
- Step 3:** Select if the *Correct Answer* is true or false.
- Step 4:** Click **Submit**.

## Other Options from the Add Menu

The **Random Block** option allows you to choose a certain number of questions from a question “pool,” then let Blackboard randomly select those questions based on the criteria you set. This is helpful if you have a set of 50 questions and want to randomly select 25 of those. This helps ensure each student receives a different version of the test.

The **From a Question Pool or Assessment** option lets you select a pool (other existing test) from which to draw questions.



See the separate quick reference guide on “Creating a Pool of Questions.”

The **Upload Questions** option lets you import questions from a carefully designed text file. Here’s a sample:

Question type	Question text	Correct answer	Incorrect answer
MC	In the postwar South the economy was utterly devastated.	Correct	economic prosperity was enjoyed by both blacks and whites.
ESS	Briefly describe the outcome of the 1896 Plessy v. Ferguson case. The U.S. Supreme Court ruled that Jim Crow laws that segregated blacks from whites in the South did not violate the 14th amendment of the constitution.	Incorrect	agriculture was damaged but Southern industry and transportation continued to flourish.
MC	The Freedmen's Bureau was a postwar welfare agency for former slaves.	Correct	distributed thousands of acres of land to former slaves.
FIB	That the Southern states were "conquered provinces" and therefore at the mercy of Congress for readmission to the Union was the view of Congressional Republicans Radical Republicans Republicans	Incorrect	advised former slaves to avoid signing labor contracts with their former masters.
MC	The 1867 Military Reconstruction Act was Lincoln's attempt at keeping the border states from seceding from the Union.	Incorrect	Johnson's attempt to force Southern states to repeal the 14th Amendment.
TF	The Fourteenth Amendment guaranteed citizenship to freed slaves	True	
MC	Congress' impeachment of President Johnson and attempt to remove him from office were directly due to his pardoning of wealthy white southerners.	Incorrect	dismissal of Secretary of War Stanton in 1867.
MC	The Fifteenth Amendment guaranteed citizenship to freed slaves.	Incorrect	land for former slaves. freedom to slaves. freed male slaves the right to vote.
ORD	Place the following in the correct chronological order. General Lee surrendered to General Grant at Appomattox. President Lincoln assassinated at Ford's Theater. Military Reconstruction Act is passed. Andrew Johnson is impeached in Congress.	Correct	



The Respondus program (free to faculty) provides a better method for importing questions. Contact your campus Blackboard administrator for more information about Respondus.