



Blackboard Tips & Tricks

Tests & Surveys

It is highly recommended that you incorporate the following into your instructions **each time** you add an online test:

- Do not take this test over a wireless connection. Should your wireless connection fail in the middle of your test, you will be locked out of completing it.
- **Use of the browser's Back button is to be avoided** during any exam. Use of the Back button **will result in the loss of data**.
- Clicking anywhere outside of the test frame itself **will result in loss of data!**
- Save individual answers to test questions as you go along. Note that saved answers can be changed up until the point that you **Submit** the test.
- If you have a mouse with a scroll wheel, be sure to **click off the answer area before using the scroll wheel** to scroll down to the next question. Using the scroll wheel before clicking off the answer area can result in your inadvertently changing the answer you selected to something farther down the list of possible answers.
- Simply saving individual answers to individual questions or saving the test itself is not sufficient. **You must click on the Submit button at the end of the test** to submit it for grading.

If you are using LockDown Browser, it is highly recommended that you incorporate the following additional information into your instructions **each time** you add an online test.

- This test requires the use of LockDown Browser. It cannot be taken using a standard browser. If you have not already done so, open LockDown Browser, log into Blackboard, and return to this assessment.
 - When the first dialog box opens, asking whether your instructor has provided a password, select **No** and then **Continue**. When the second dialog box opens, click on **Submit**. Do NOT attempt to change the system generated password there.
 - If the test requires students to use a headset for audio questions, students must plug in their headset *before* they launch LockDown browser.
- ✓ Windows users often find **Respondus** to be their tool of choice for creating online tests for use in Blackboard as well as for "paper" exams. At this time, there is *not* a Mac version of Respondus.
- ✓ There are a variety of options available for minimizing cheating in online tests.
- Randomize the questions.
 - Randomize the answers.

- Require students to take the test using LockDown Browser, a custom browser that prevents students from accessing anything on their computer except for their test. Requiring LockDown Browser can be done in Respondus, by checking that option on the "Availability" tab within Respondus, or by using the LockDown Browser building block within Blackboard (Course Tools > LockDown Browser). See the [Respondus LockDown Browser Tips & Tricks](#) for more information.
- ✓ Respondus is available for download through the mySIUE portal: <http://my.siu.edu>, clicking on "myLinks" and then clicking on the "R" Respondus icon. Our license allows download to both office computers as well as home computers. Publisher test banks for leading textbooks are also available for use in Respondus at <http://www.respondus.com/testbank/index.shtml>. The Respondus license is an annual license renewed each August. Each fall, user need to return to the Respondus download page in the portal, to the "Installation Instruction" link, to get the required information for renewing the license on your computer.
- ✓ It is highly recommended that **you take each test using your student account (i.e. jdoe_s) before you deploy it to the class**. This will require you to create an Adaptive Release rule in which you make the test available only to your student account for a short period of time. Taking the test will allow you to double check it to be certain you have identified the correct answers in Blackboard, and to make certain that the overall point values for the test have been set correctly. After you have finished taking the test, you can go into the Grade Center and edit your student record to **Clear Attempt** for that test.
- ✓ In order to keep students from being able to see their score on a test until all students have completed the test, you need to adjust two settings:
 1. In the test settings themselves (Modify the Test Options), **uncheck** the default "Score" option in section 4, "Test Feedback". That will leave section 4 of the Test Options screen with **no boxes checked**. With that setting, the students will receive no feedback at the completion of the test.
 2. In the Grade Center, go to the column header for the test, click on the double down arrows to expand the selection options, and then select "Modify Column". In section 3, Options, of the Modify Column screen, leave the Yes radio button selected for "Include this column in Grade Center calculations" but change your selection for "Show this column in My Grades" to **No**.

When all tests are complete, you can then adjust both of the settings above to show as much test feedback as desired (Score, Submitted answers, Correct Answers, Feedback) and to display the test results to the students in My Grades.