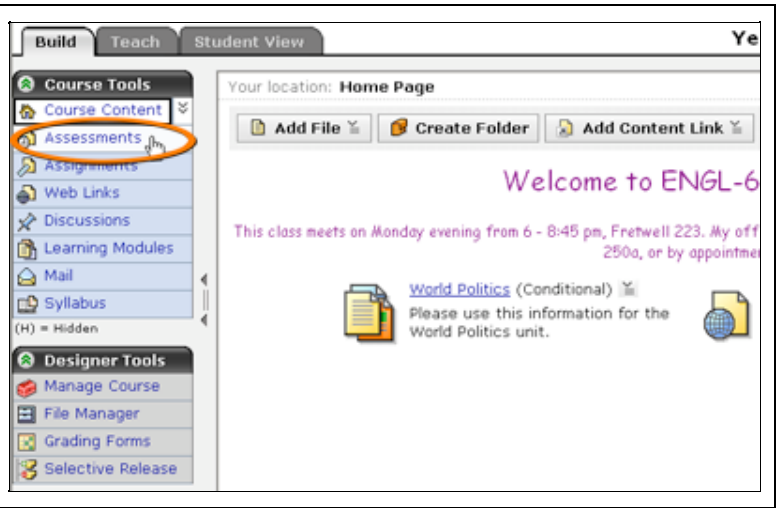


Blackboard Vista: Add Questions to an Assessment

Once you have added questions to the Blackboard Vista Question Database, you can use them to create assessments, self tests, and surveys. When an assessment is created the questions remain in the database; a link is created by Blackboard Vista that points to its location in the database. It is this procedure that enables a question to be used in more than one assessment, self test or survey. In this handout, you will learn how to how to add questions and assign point values to an assessment.

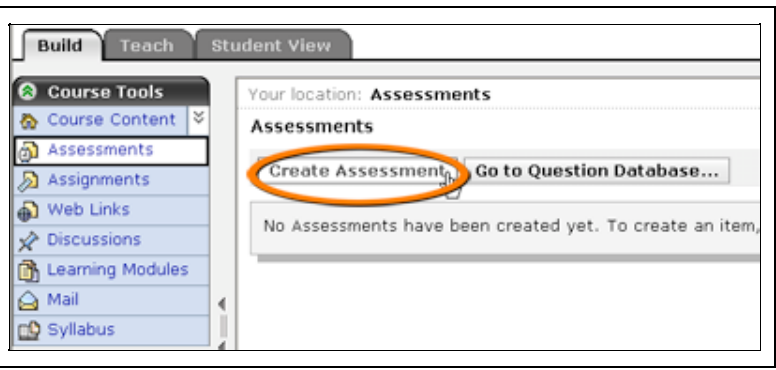
Step 1: Access Assessments Screen

1. In the "Course Tools" menu, click the **Assessments** link. The Assessments screen is displayed.



Step 2: Create an Assessment

1. Click **Create Assessment**. The Create Assessment screen is displayed.



Step 3: Enter Assessment Information

1. In the “Title” text box, type a name for the assessment.
2. In the “Description” text box, type an explanation of the assessment. This step is optional.
3. In the “Item Visibility” section, verify that **Hide Item** is selected.
4. In the “Grade Book column name” area, the column name is the same as the title of the assessment. You can change the column name if you want.
5. In the “Type” area, verify that **Quiz** is selected.
6. Click **Save**. The Assessments screen is displayed. The new quiz is displayed in the table.

1 Title:

2 Description:

3 Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until at least one question is added)

4 Grade Book column name:
The Grade Book column name appears in Grade Book as a column header for this assessment.

5 Type: Quiz
Quizzes are online assessments for which grades are assigned.
 Survey
Surveys are anonymous online evaluations for which no grades are assigned.
 Self Test
Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool.

6 Save Cancel Save and Add Questions

Step 4: Access the Assessment Screen

1. In the table, click the name of the assessment you want to add questions to. In this example, we are using the Famous Americans assessment. The assessment screen is displayed.

Build Teach Student View Year-round - Blackboard Work

Your location: Assessments

The items were created.

Assessments

Create Assessment Go to Question Database...

Order	Title	Type	Duration	Points
1	Famous Americans (Hidden)	Quiz	1 Hour(s)	0

Create Link on: - Select - Delete Export

Step 5: Access the Question Database Screen

1. Click **Add To Assessment**. The ActionLinks menu is displayed.
2. Select **Existing Questions**. The Question Database screen is displayed.

Build Teach Student View

Your location: Assessments > Famous Americans

Famous Americans (Hidden)

Description

1 Add to Assessment Create Questions

2 Existing Questions questions in this assessment. To questions in this assessment, use the Cre Question Set

Step 6: Access the Assessment Screen

1. Next to the questions you want to add, check the boxes.
2. Click **Add Selected**. The edit screen for the assessment is displayed.

Year-round - Blackboard W

Your location: Assessments > Famous Americans > Question Database

Add Question to Famous Americans

Create Questions | Create Category | Manage Columns

Show: Category View

Title	Type	Used By
Famous Americans (10)		
Black Student	Multiple Choice	--
Bus Seat	Multiple Choice	--
Civil Rights Movement icon	Multiple Choice	--
Desegregation of Public Schools	Multiple Choice	--
James Meredith	Multiple Choice	--
Little Rock High School	Multiple Choice	--
Lunch Counter	Multiple Choice	--
Pres. Eisenhower	Multiple Choice	--
Southern City	Multiple Choice	--
Voting Rights Act	Multiple Choice	--
Uncategorized Questions (0)		

2 Add Selected Cancel

Step 7: Add Question Points

1. In the "Points" column, highlight the number and type in a new point value.
 2. When you are finished, click **Update Total**.
- NOTE:** The "Total Points" will not reflect the new total until you click the **Update Total** button.

Year-round - Blackboard

Add to Assessment | Create Questions

Move	Title	Points	Type
<input type="checkbox"/>	1. Black Student	5	Multiple Choice
<input type="checkbox"/>	2. Bus Seat	5	Multiple Choice
<input type="checkbox"/>	3. Civil Rights Movement icon	5	Multiple Choice
<input type="checkbox"/>	4. Desegregation of Public Schools	5	Multiple Choice
<input type="checkbox"/>	5. James Meredith	5	Multiple Choice
<input type="checkbox"/>	6. Little Rock High School	5	Multiple Choice
<input type="checkbox"/>	7. Lunch Counter	5	Multiple Choice
<input type="checkbox"/>	8. Pres. Eisenhower	5	Multiple Choice
<input type="checkbox"/>	9. Southern City	5	Multiple Choice
<input type="checkbox"/>	10. Voting Rights Act	10	Multiple Choice
Total Points		100	Update Total

2

Your screens may look different depending upon your configuration.