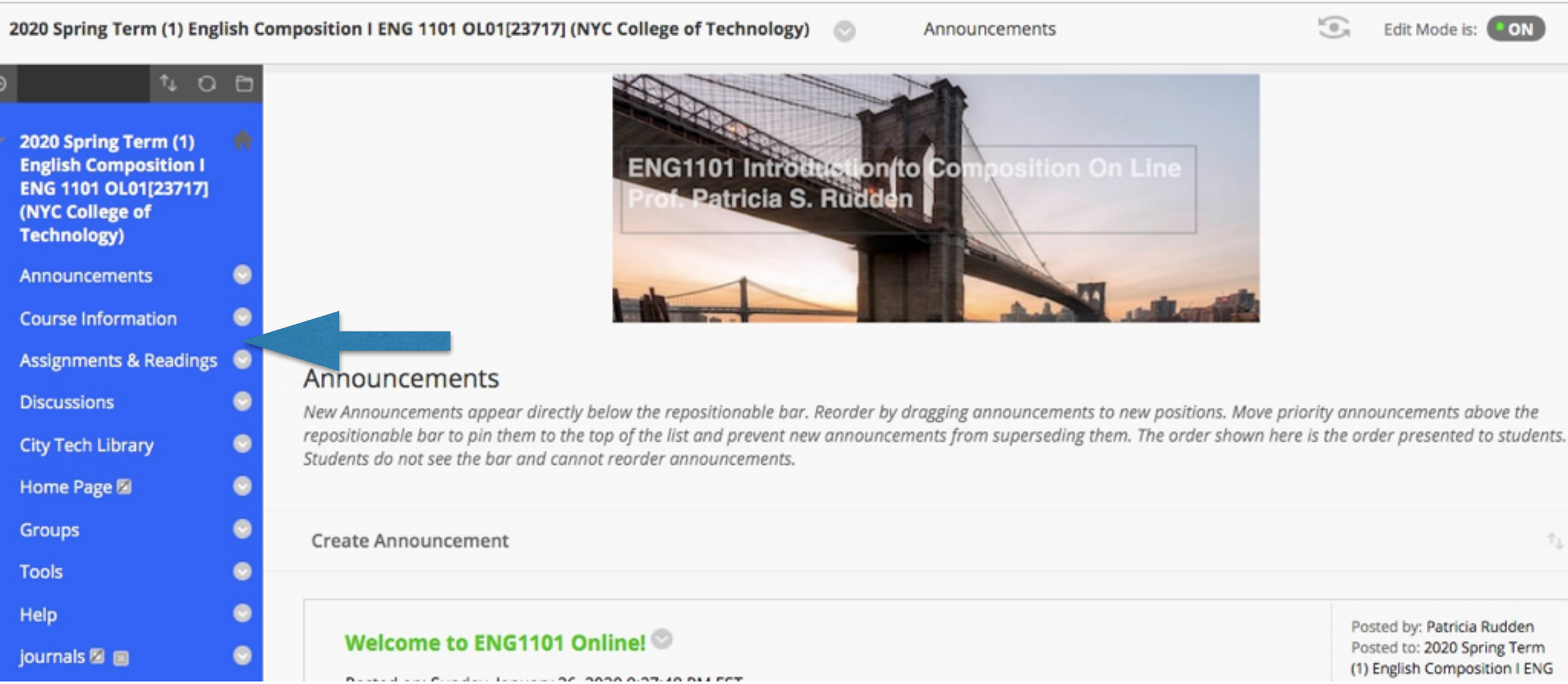
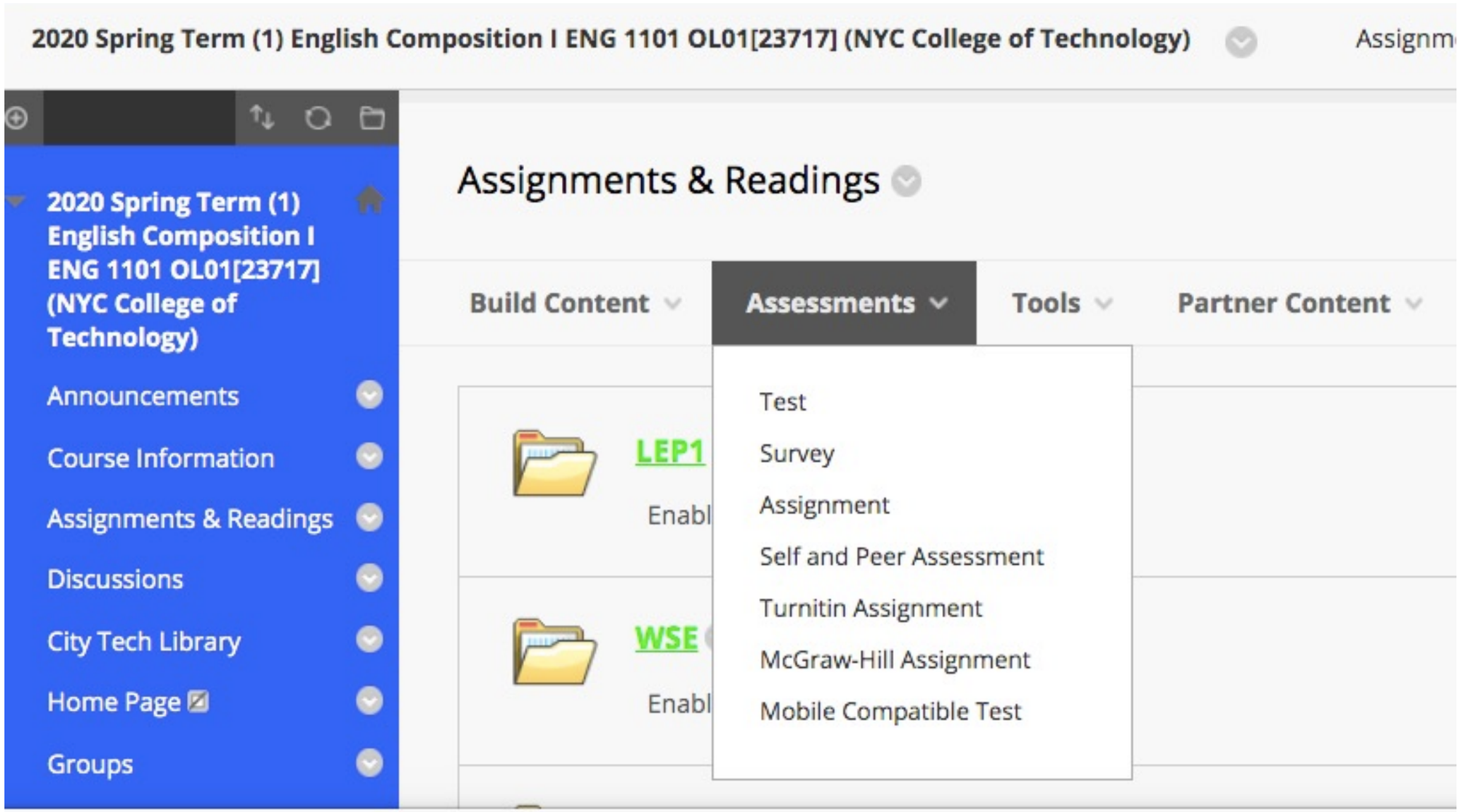
A Quick and Dirty Guide to Final Exams in Blackboard

Prof. Patricia S. Rudden



From my home page, I go to the Assignments & Readings button in the left panel. Go to where your students expect to find their latest required work.



Add an Assessment. In this case, click Test.

Test Information

*Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test*
Help

* Indicates a required field.

TEST INFORMATION

* Name: Final Exam

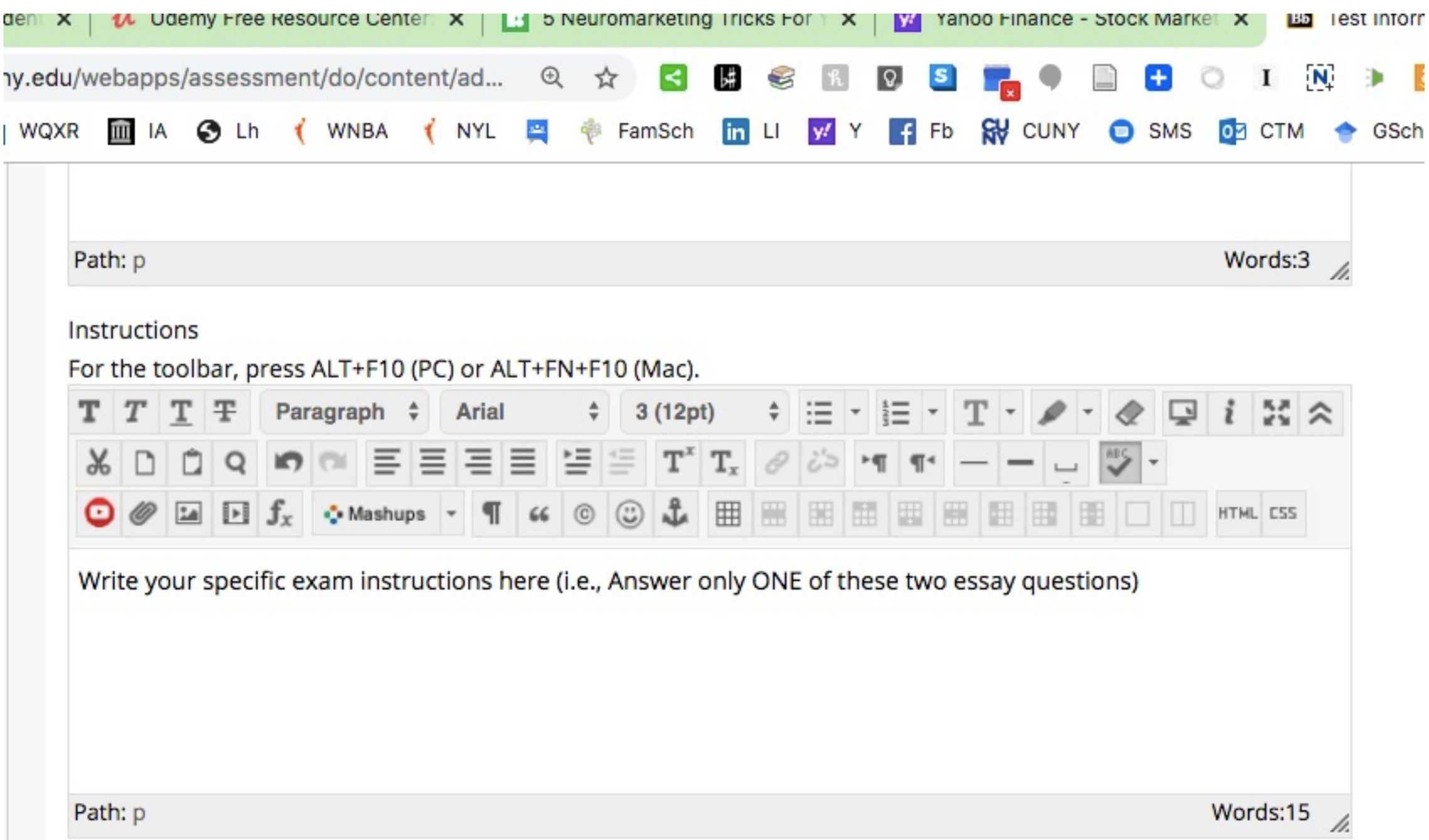
Description

Paragraph | Arial | 3 (12pt) | Mashups | HTML | CSS

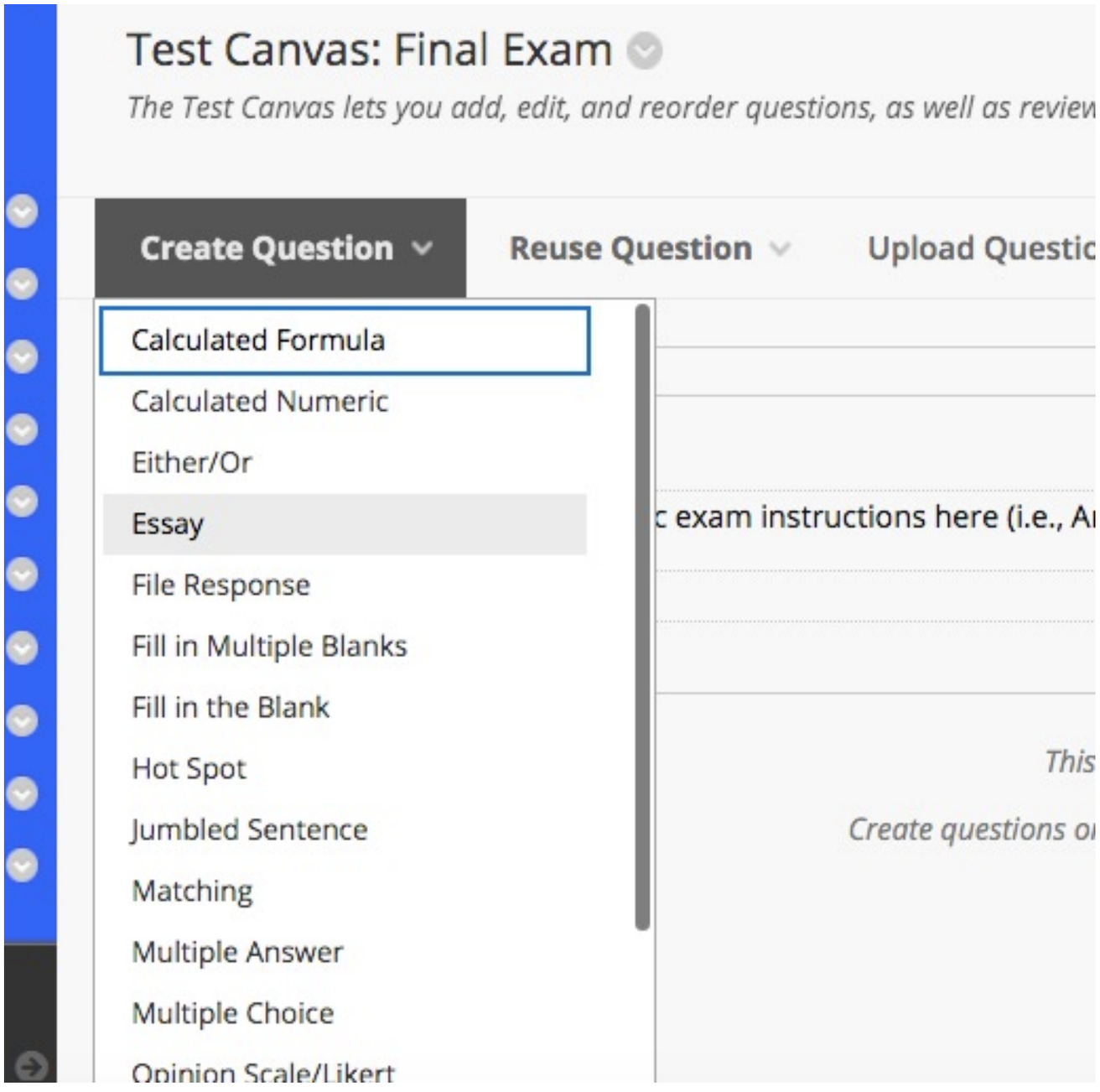
*Click **Submit** to proceed.*

Cancel | Submit

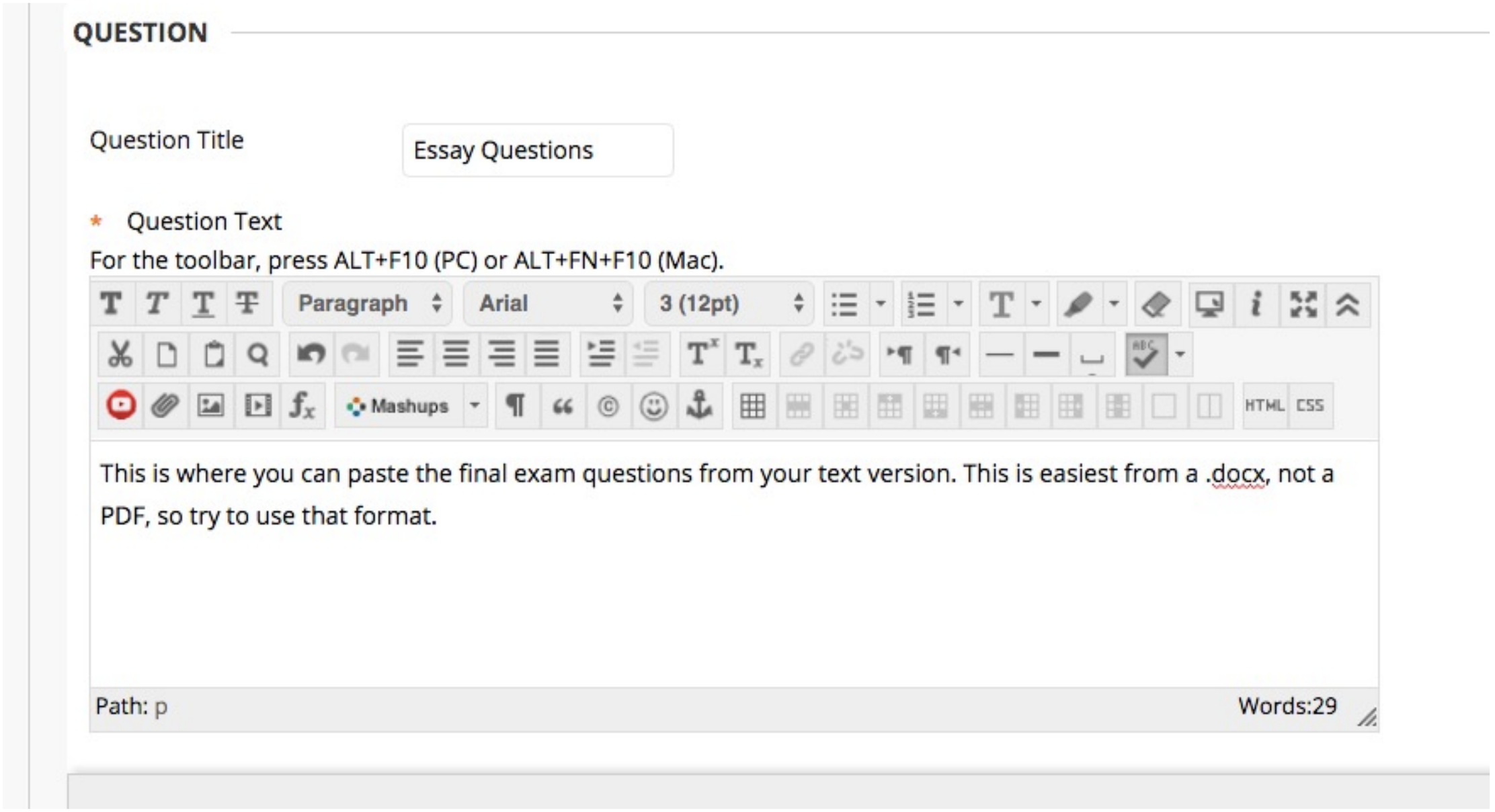
In Test Information, add the name of your test.
I've named mine Final Exam, but clearly this is up to you.



On this page there are windows where you can put a brief description of your exam. I leave this blank, because the name of the test says it all. But the window below is a place to add specific instructions.



Next, go to Create Question. We will probably all click Essay, but there are many options for other types of tests.

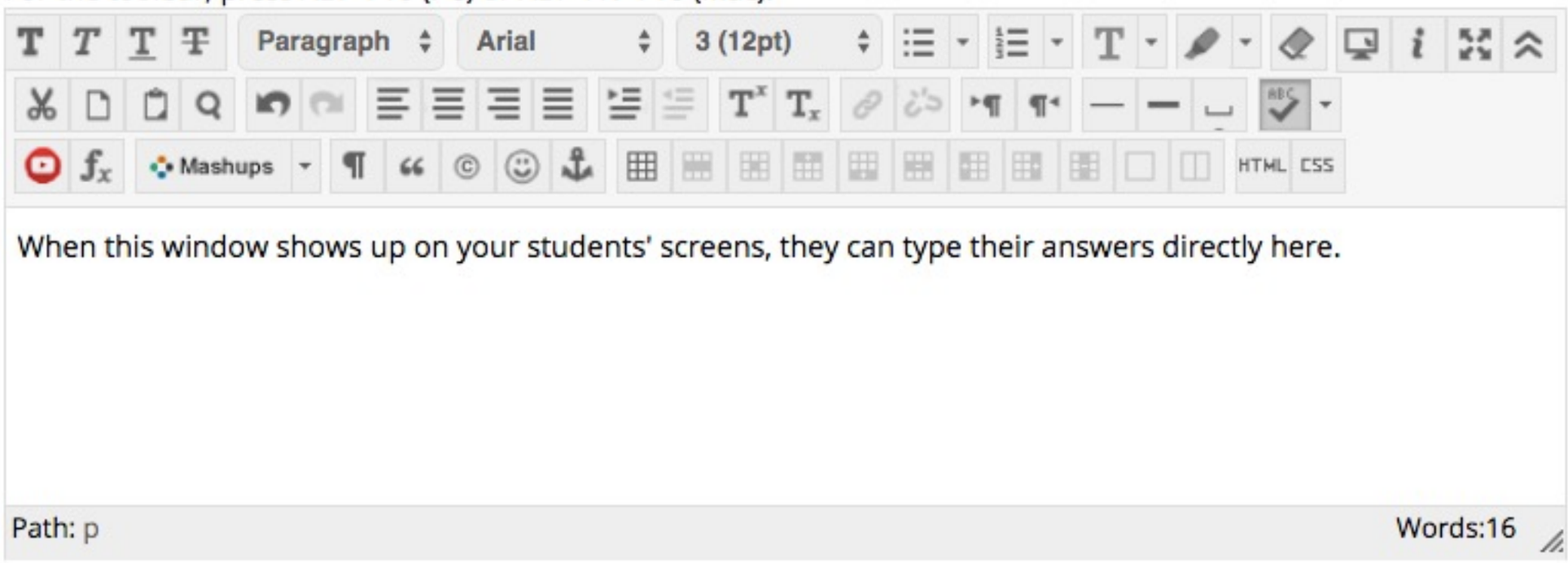


The next window is where you can paste your questions. The departmental ENG1101 exam has two questions and the student is asked to respond to one. I put both here and in the directions, I tell them to choose only one. (When I used a separate window for each question, some students answered both.) PDF text can come out blurry, so it's best to use regular text.

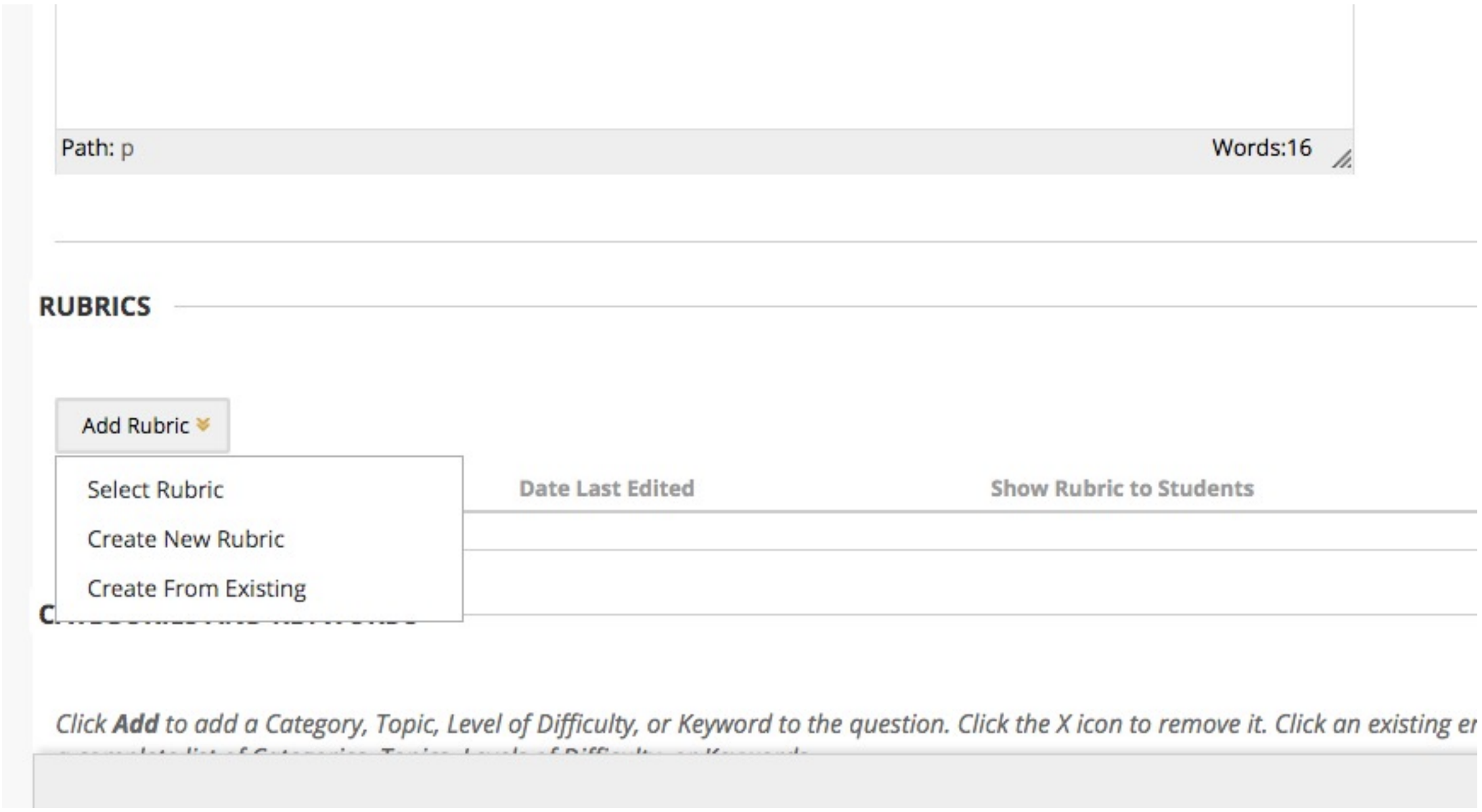
ANSWER

Enter an answer to provide an example of a correct response.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

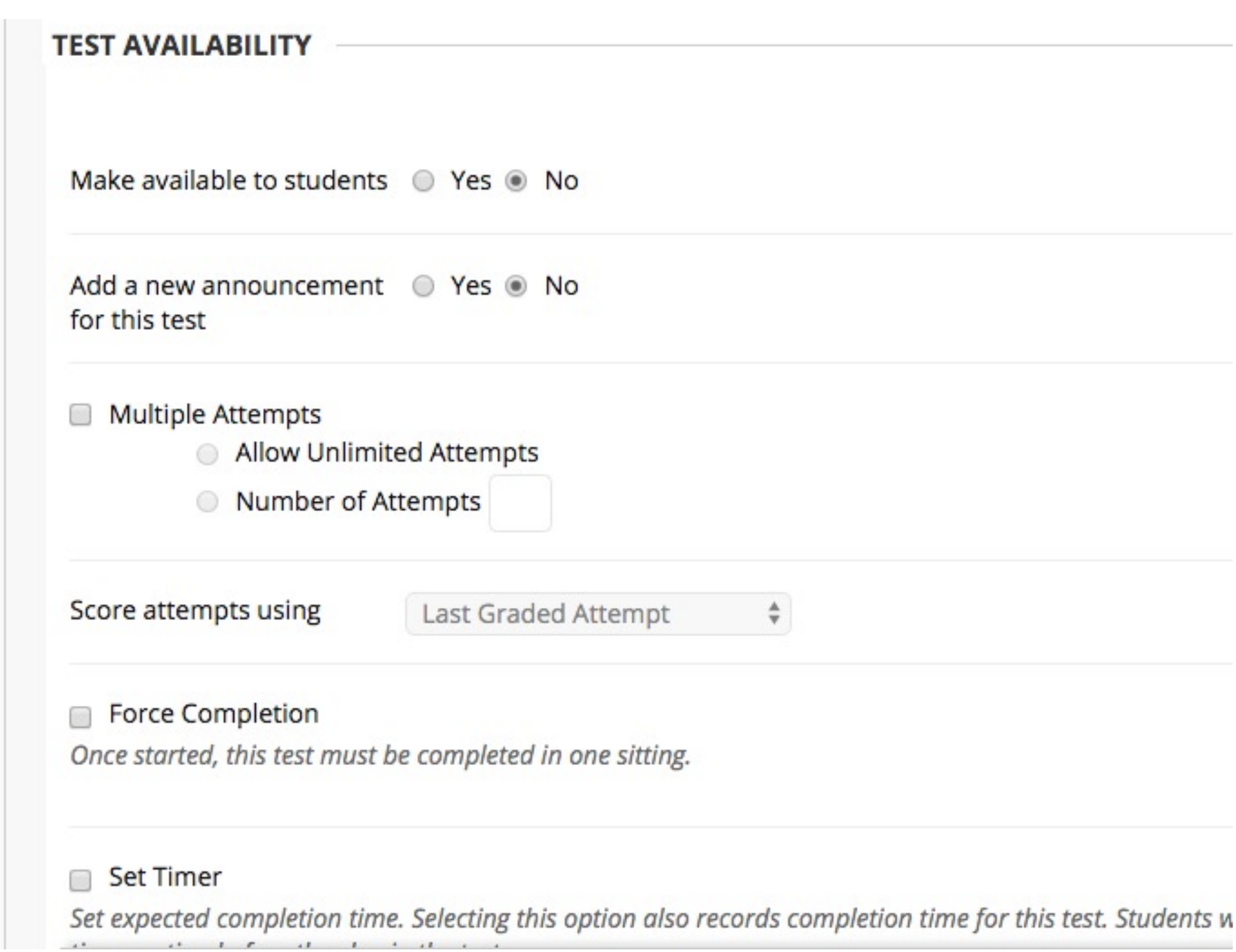


Your students see this when they are ready to respond to the topic they choose.

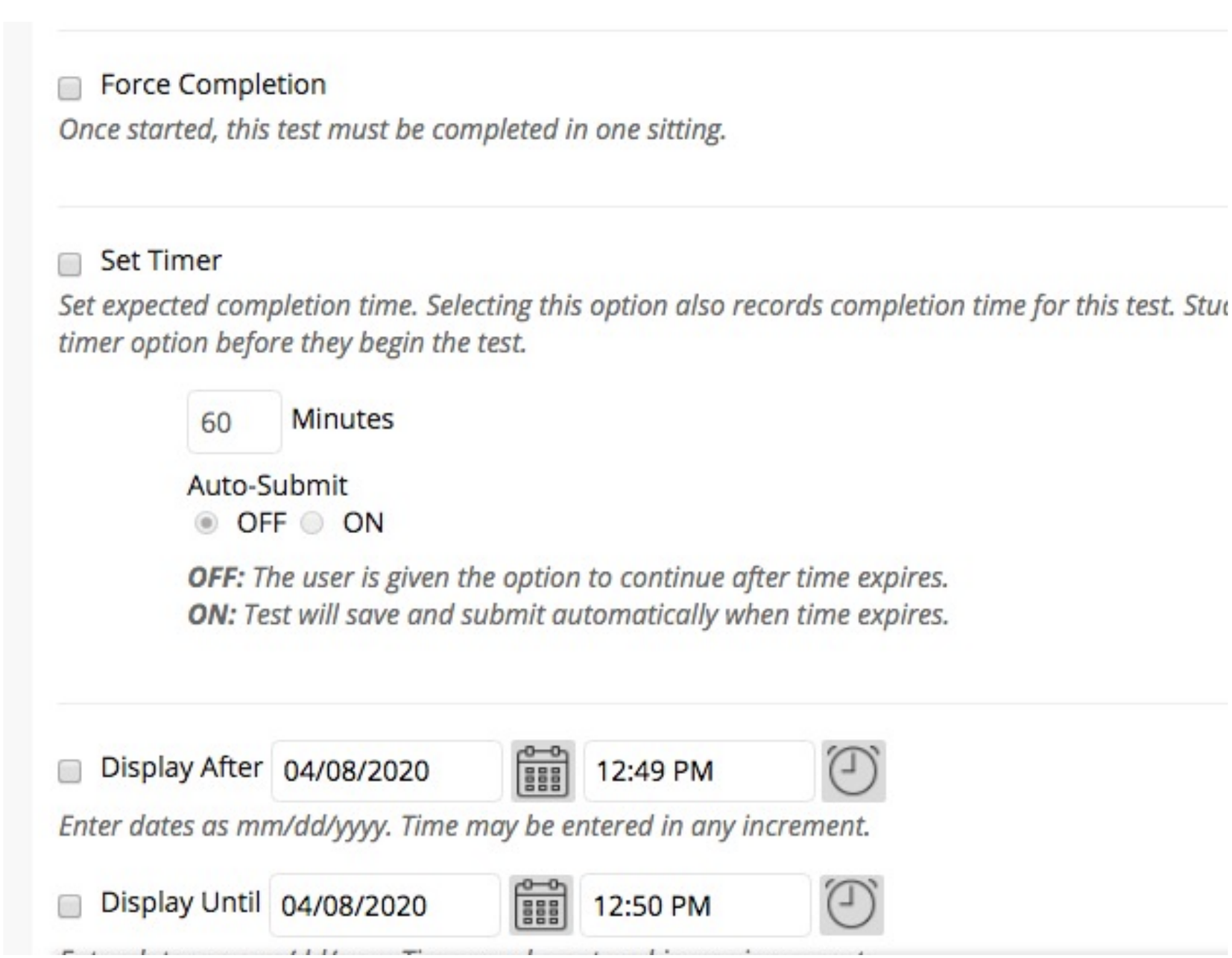


As you set up your submission details, you may want to add a rubric. (This can get complicated, so ask me about it separately.)

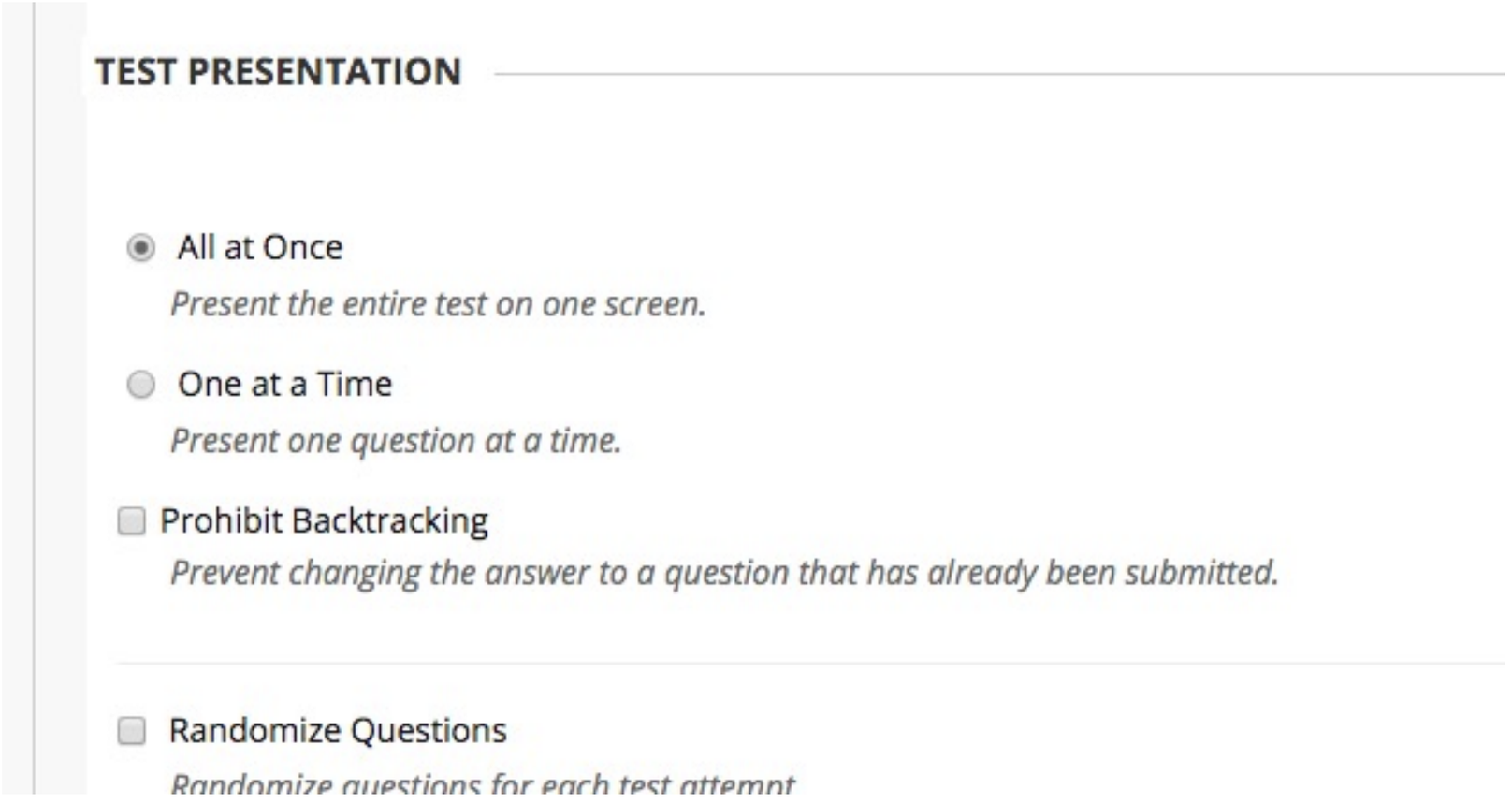
I use rubrics for all assignments that are returned to students, and since the final doesn't go back to them, I don't include one here.



Set the other submission details further down on the page. When the time comes, you will want to make it available and announce it. Decide how many attempts a student will be allowed to make, and if you are timing the test (which the FYW Committee decided not to do this semester but you may want to in future), hit Force Completion and fill out the details for the time. (See next slide.)

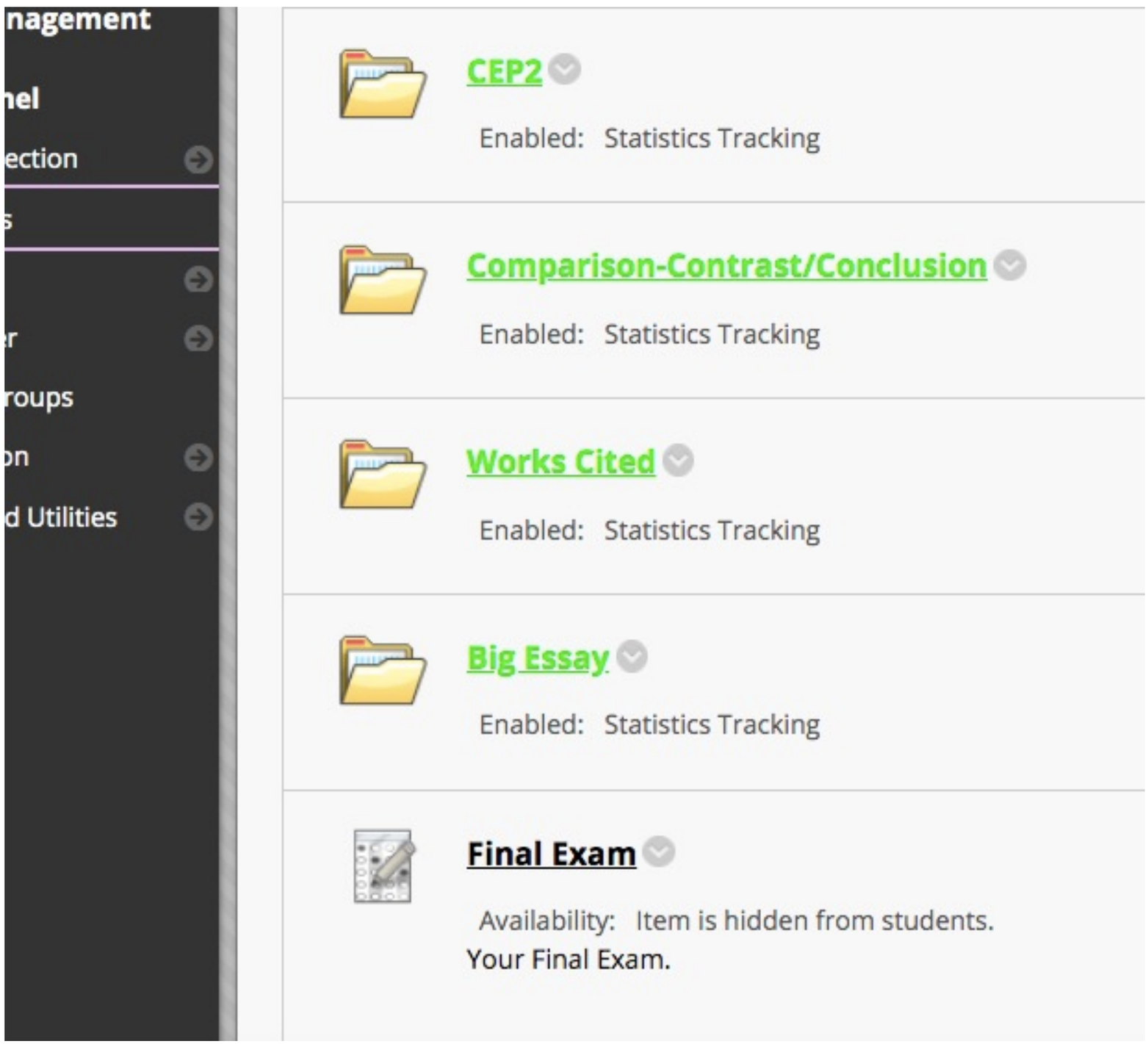


Here you can set the dates and times of availability.



This is where you can control your students' view of the exam. If you have an exam with several questions, you may want them in sequence, or all at once.

Randomizing is a good thing for short answer tests taken in a computer classroom (for obvious reasons), but will not be relevant for FYW finals.



The test now shows up in my list of assignments. You'll put it where your students can find it.

Make sure you hit "submit" in the lower right corner after each step, or you'll end up repeating that step.

Your students' tests will be waiting for you in Grade Center—>Needs Grading.

Good luck! Email me with questions: prudden@citytech.cuny.edu