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00:00:00,528 --> 00:00:06,528

Hello there and welcome to this short video about administering an online exam using a Blackboard Test. There's a couple of learning outcomes for this video.

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Firstly, how to create a Test in Blackboard as an exam.

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And I'm also going to talk a little bit about this double-timed technique where we think

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about the link being open for a number of hours between eight in the morning and six pm.

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00:00:19,997 --> 00:00:25,934

But then within that window, we restrict the amount of time that the students actually have to take the Test.

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00:00:25,934 --> 00:00:29,934

So having logged into Blackboard, I'm in a Blackboard shell here in a Content Area.

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First of all, to create the Test, I'm going to hover over Assessments and I'm going to click on Test.

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In this window here, I'm going to click the Create button. We're gonna go and pop some information in and create our question.

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So the Test name, I'm going to call this 'Online exam' and then 'Module code' - in the real world

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00:00:53,521 --> 00:00:57,521

that would be a module code. And then maybe the date as well.

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In the description I'm going to type something along the lines of 'Please click the link above to start the exam'.

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00:01:07,521 --> 00:01:23,521

Now, I'm going to make it explicit and clear here that 'Your three hour exam will start when you click the Begin button in Blackboard'.

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00:01:23,521 --> 00:01:28,521

So in this example, I'm going to set up a three hour Test. The students will have between eight and six to start it

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but once they click that Begin button in Blackboard, it will give them three hours to then take the Test and upload their completed exam paper.

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00:01:38,521 --> 00:01:47,521

So again, 'Please click the link above to start the exam. Your three hour exam will start when you click the begin button in Blackboard'.

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00:01:47,521 --> 00:01:52,108

I'm not going to pop in any instructions in at this point, I'm now going to click submit though.

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00:01:52,108 --> 00:01:56,108

And it's on this next screen, this is the Test Canvas, where we actually create the question.

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00:01:56,108 --> 00:02:00,108

So I'm gonna move over Create Question here. And for this example, certainly

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00:02:00,108 --> 00:02:08,108

when we're doing online exams where we're going to provide a blank exam paper and expect the students to then attach the completed version,

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00:02:08,108 --> 00:02:15,108

we're going to go for a File Response question type - so click on there. Question title,

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00:02:15,108 --> 00:02:19,108

this is only seen by the staff members.

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00:02:19,108 --> 00:02:25,108

So I'm gonna call this 'Q1 Test', that's just for our reference. Question text,

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00:02:25,108 --> 00:02:31,108

this is the important bit, this is where we're going to put the link in for the students to actually download the blank exam template.

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00:02:31,108 --> 00:02:45,108

So I'm gonna type something along the lines of 'Please click the link below to download the exam paper' and

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00:02:45,108 --> 00:02:53,108

clearly the students won't see this until they've clicked that Begin button to actually begin the three hours.

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00:02:53,108 --> 00:02:58,108

So 'please click the link below to download the exam paper'. I'm gonna pop the link in there in a moment.

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00:02:58,108 --> 00:03:02,989

I'm then gonna write something along the lines of 'use the

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00:03:02,989 --> 00:03:12,989

Browse my Computer button below to attach your completed exam.

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00:03:12,989 --> 00:03:23,989

Please save and submit your completed exam paper within three hours'.

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00:03:23,989 --> 00:03:27,989

Ok, now at this point we might be wondering about students who qualify for extra time

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00:03:27,989 --> 00:03:32,989

and things. I'm going to deal with that in a moment. But for the moment, this is how we're gonna set this up.

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00:03:32,989 --> 00:03:37,989

Now, I say, I've left this space here because I'm actually gonna put a link in to my blank exam paper.

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00:03:37,989 --> 00:03:45,989

So the way I do that, you'll notice I've got my cursor there in that space. I'm gonna move over this little plus here, Add Content, and click it.

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00:03:45,989 --> 00:03:50,989

And I'm then going to select I believe it's the top option to Insert local files.

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00:03:50,989 --> 00:03:56,989

Now, for this example video, on my desktop, I've got a Word document here called Exam Paper Module Code.

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00:03:56,989 --> 00:04:01,989

So I'm gonna select that and do an Open.

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00:04:01,989 --> 00:04:08,989

And we'll see, after the screen's rolled around there, it's actually uploaded that and I've now got a link to that Word document.

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00:04:08,989 --> 00:04:11,989

So in the real world, that would be your blank exam paper.

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00:04:11,989 --> 00:04:16,989

So just to recap, when the students click the Begin button in Blackboard, they're gonna see this;

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00:04:16,989 --> 00:04:25,989

'Please click the link below to download the exam paper' [click]. Then they'll see; 'Use the Browse my Computer button below to attach your completed exam. Please

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00:04:25,989 --> 00:04:28,989

Save and Submit your completed exam paper within the three hours'.

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00:04:28,989 --> 00:04:39,989

So when the students see this there will be a button below labelled Browse my Computer that they can actually use to submit their completed version.

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00:04:39,989 --> 00:04:45,989

I'm not going to worry about any of the other settings on the question type here. So I'm going to click Submit at the bottom right,

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00:04:45,989 --> 00:04:54,989

and we should then be back on the Test Canvas, but we'll see now that we have our question created.

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00:04:54,989 --> 00:05:00,989

The next important bit - by default, Blackboard gives all Blackboard Test questions a points value of ten.

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00:05:00,989 --> 00:05:04,989

So I'm going to click on that and I'm going to change that to one-hundred; as is DMU policy,

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00:05:04,989 --> 00:05:09,989

all components are marked out of one-hundred points regardless of the weighting. So we now get 'points

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00:05:09,989 --> 00:05:13,989

one-hundred' and I'm going to click 'Ok' in the bottom right.

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00:05:13,989 --> 00:05:21,989

So that now kind of brings us back to the Add Test screen where previously we clicked on Create, this time it's highlighted my new Test here.

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00:05:21,989 --> 00:05:27,933

I'm going to click Submit and then we can set the options for the Test behaviour.

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00:05:27,933 --> 00:05:32,933

It's pulled the Description through from the previous screen, so we're not going to change that.

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00:05:32,933 --> 00:05:39,933

And unlike when we actually do a multiple choice phase test or something like that, some of these settings are actually quite different.

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00:05:39,933 --> 00:05:46,933

So to begin with, I'm not going to show the test description to students before they begin the test because it will show them this;

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00:05:46,933 --> 00:05:54,933

and if I do that, then that would be confusing because they'll see it twice and it won't be relevant to the second screen. Test availability,

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00:05:54,933 --> 00:06:00,933

I'm going to make it available to students - Yes. Apologies; open test in a new window,

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00:06:00,933 --> 00:06:04,933

I'm gonna leave that as 'No'. Add a new announcement; leave

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00:06:04,933 --> 00:06:10,933

that as a 'No'. Multiple attempts; I'm going to leave that unchecked. Force completion;

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00:06:10,933 --> 00:06:16,931

I'm going to leave that unchecked. Set timer, as I mentioned earlier, for this example,

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00:06:16,931 --> 00:06:24,039

this is going to be a three hour exam. So I'm going to put in one-hundred and eighty minutes. But then my Auto submit,

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00:06:24,039 --> 00:06:25,039

I'm going to change to 'On'.

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00:06:25,039 --> 00:06:30,039

So that means that after one-hundred and eighty minutes, or if there's extra time required and we've added that in,

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00:06:30,039 --> 00:06:37,039

it will actually submit that Test automatically. The Display after and Display until;

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00:06:37,039 --> 00:06:41,039

this is why we then set that kind of eight in the morning 'til six pm.

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00:06:41,039 --> 00:06:43,039

So I'm recording this on the eighth of March,

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00:06:43,039 --> 00:06:55,039

so if I wanted to set this up for tomorrow morning, I'd set this to the ninth of March and I'd set the time at eight am - I can over-type these.

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00:06:55,039 --> 00:07:04,039

Display Until ninth of March,

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00:07:04,039 --> 00:07:11,039

six in the evening is eighteen hundred hours. So essentially the ability for the students to come in and click and start this

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00:07:11,039 --> 00:07:16,039

exam will be there from eight in the morning 'til six in the evening tomorrow.

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00:07:16,039 --> 00:07:25,039

However, it is recommended that students don't start this test any later than around three o'clock because clearly up until six o'clock,

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00:07:25,039 --> 00:07:31,039

if they started at five fifty nine, for example, then they're kind of leaving it right to the last minute.

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00:07:31,039 --> 00:07:35,039

And as they go into the evening, there'll be limited technical support, things like that.

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00:07:35,039 --> 00:07:38,860

So even though the link will be open from eight 'til six,

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00:07:38,860 --> 00:07:41,860

it's recommended that students don't start these exams after three o'clock,

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00:07:41,860 --> 00:07:48,860

so they make sure that there's plenty of support around if they have any issues. Ok, so Test availability exceptions;

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00:07:48,860 --> 00:07:52,860

this is where I would add any students that require extra time.

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00:07:52,860 --> 00:08:01,860

So I can do that by clicking Add user or group, and I can add time then as and when required to specific students or groups of students.

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00:08:01,860 --> 00:08:07,860

Due date, we're not worried about and we're not worried about the Self-assessment options.

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00:08:07,860 --> 00:08:17,860

This is a File Response question so there is no feedback per se that Blackboard can automatically administer Test presentation;

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00:08:17,860 --> 00:08:22,860

we'll stick with 'all at once' and there's no point in randomising the questions because there's only one question.

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00:08:22,860 --> 00:08:27,329

So we'll click Submit and we then have our new link for our students.

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00:08:27,329 --> 00:08:35,329

It's telling me in the Instructor view here that the item is hidden from students and it will be available after the ninth of March twenty twenty-one at eight o'clock.

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00:08:35,329 --> 00:08:41,329

As I said, it's the 8th of March today when I'm recording this video. I'm setting this up as though I was running an online exam tomorrow.

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00:08:41,329 --> 00:08:45,329

Three hour exam, but the link will be available from eight in the morning 'til six in the evening.

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00:08:45,329 --> 00:08:51,493

So the students can take it and start their three hours as they require.