SacCT 9.1

Online Tests

WORKSHOP DESCRIPTION

Overview

This workshop is designed to provide an overview of the new Test tool in SacCT 9.1. During this workshop, participants will learn the basics for creating, delivering and grading a test. In addition, resources for more detailed steps for using these tools will be demonstrated.

Prerequisites

- Basic understanding of the functions in SacCT

Objectives

Participants attending this workshop will learn how to:
- Create a new test in SacCT 9.1
- Edit the delivery options for tests
- Grade a test submission
- Experience a course as a student in SacCT 9.1.

INTRODUCTION

SacCT 9.1 is the new technology that lies at the heart of our learning management system. We are transitioning from Blackboard Campus Edition (a.k.a. CE 8 and WebCT) to SacCT 9.1 using a phased implementation plan.

Tests and surveys can be created in any content area (folder or learning module) or from the new *Tests, Surveys and Pools* tool. Questions are now contained in Pools and can be added, edited, and viewed by question types, categories, topics, levels of difficulty, and keywords. More information on the changes to this tool can be found at the Comparison of Assessments in WebCT to Tests in Bb 9.1 [Kathy Saville, Marshall University].

GETTING FAMILIAR WITH SacCT 9.1

Online Resources, Training and Tutorials

A variety of online resources are available to faculty, staff and students. The links below contain resources to help faculty get familiar with the new SacCT 9.1 system. These links are also available at the new support website mentioned in the previous section.

- Faculty Resources (http://www.csus.edu/sacct/faculty/index.stm)
- Faculty Tutorials (http://www.csus.edu/sacct/faculty/sacct-tutorials.stm)
- Workshops (http://www.csus.edu/training/index.stm)

NOTE: Students can find tutorials specific to them at the Student Resources webpage. In addition, the Student Technology Center will conduct workshops for students on SacCT 9.1.

Comparison of WebCT to SacCT 9.1

The new SacCT 9.1 system contains many new features and changes from our current SacCT system. Review the following resources to gain detailed knowledge regarding the new system.

- Getting Started with a Course Moved from CE8 (PDF) [Blackboard] – This is a good overview of the tools in WebCT and how they operate in the new system.
- Comparison Chart - WebCT to Bb Learn [Kathy Saville, Marshall University] – Detailed comparison between the two systems. Note: Some tools in the comparison are not used at Sacramento State.

Add a Test Student to Your Courses

Want to try your courses as a student? If so, then you can follow the instructions at the link below to add a test student to each of your SacCT 9.1 courses.

- Adding a Test Student (PDF) – Learn how to add a test student to each of your courses in SacCT 9.1.

TESTS, SURVEYS AND POOLS

In SacCT 9.1, you can create a test or survey (assessment) and then deploy it within any content area (folder or learning module). Viewing and grading the submissions can be done directly in the Grade Center. After you create the test, you'll want to go to the Grade Center and *Edit Column Information* for your new test since there are new grading options available.

The following resources are available for faculty to learn how to use tests and surveys.

- Bb On Demand Learning for Tests, Surveys, and Pools - Documents and videos [Blackboard]
- Respondus: Creating Tests for SacCT (SacCT 9.1) - Use Respondus to convert a single quiz or exam from WebCT to Blackboard, and then upload that new test to SacCT 9.1.
- Add graphics, links and files to test questions [Cape Fear Community College]
- Test questions batch file upload guidelines - New test questions can be uploaded via the *Upload Questions* button within test, survey or pool. Files can be formatted as .txt or .csv.
- Using the BYU Test Generator to Format Questions for Test Upload - Learn how to use a free online formatting tool to easily format questions for upload to the Test, Survey, and Pool manager. While you can build tests directly in Blackboard, this is sometimes time-consuming and tedious. This tool allows you to create questions in Word, paste them into the test generator to create a properly formatted file that is ready to upload directly into Blackboard. The closed-captioned movie tutorial takes you through the steps. Files and links referenced are included below the movie. [Cape Fear Community College]

Random Blocks vs. Question Sets

WebCT uses Question Sets as a tool to randomize questions on an assessment. SacCT 9.1 adds the option to use Random Blocks.

- **Random Blocks** – Different types of questions can be randomly selected from one or more pools of questions. You choose the type of questions to select, but not which questions within that type. Thus, ALL questions from specific types are chosen as possible questions added to the block of questions.
- **Question Sets** – In SacCT 9.1 you can select questions to appear in a Question Set using a variety of options, which are listed below.
  - Pools of questions
  - Tests (e.g. to reuse questions from a midterm for a final)
  - Question Types (e.g. multiple choice, true/false, fill in the blank)
  - Topics (user defined)
  - Levels of Difficulty (user defined)
  - Keywords (user defined)

Creating a Test or Survey

The general steps for creating and deploying a test or survey (assessment) include three tasks, with the details steps below.

> A. Create questions in a Pool.
> B. Create the Test or Survey by adding questions.
> C. Add a link to the test or survey in a Content Area and set its properties.

A. Create Questions in a Pool.
1. From the **Course Tools** area, click the *Tests, Surveys, and Pools* tool.
2. Click **Pools** to create your new questions or skip to step 7 if your questions are already in a pool.
3. Click **Build Pool** to start creating a new pool of questions, or click **Edit** from the drop-down arrow next to an existing pool to add questions to that pool.
4. Click **Create Question** and select your question type.
    a. Enter the appropriate information for your question. Some question types have multiple screens.
5. Repeat the previous step to create additional questions.
6. When finished, return to the **Tests, Surveys and Pools** screen.

B. Create a Test or Survey by Adding Questions
1. Build your assessment from either the **Tests** or **Surveys** link.
2. Click the **Questions Settings** button on the upper right to set the general settings for all questions in this assessment. Note: If you want to add an image or file to a question, you must check the boxes in section #2 this screen.
3. To add existing questions, click **Reuse Question** and select:
    a. **Create Question Set** – To add a new question set with the questions that you choose from your Pool of questions.
    b. **Find Questions** – To add questions from one or more Pools.
    c. In the new window that appears, use the **Browser Criteria** on the left to filter the questions displayed.
    d. Check the box next to the questions to add to the test and click **Submit**.
4. To create new questions, click **Create Question** and select your question type.
    a. Enter the appropriate information for your question. Some question types have multiple screens.
5. Continue adding additional questions to your assessment.
6. Set the number of points for each question or question set, if necessary.
7. Adjust the order of your questions in the assessment by clicking-and-dragging the left bar next to a question or question set and moving the question (set) up or down to the desired location.
8. Continue the above steps until you are satisfied with the questions on your assessment.

C. Add a link to the Test or Survey in a Content Area and Set its Properties
1. Go to the content area where you want to make a link for the students, click **Assessments** and select **Test** or **Survey**.
2. Select your test or survey from the list under *Add Test* and click **Submit**. Note: Only tests and surveys that have not been deployed (delivered) to students appear in the list.

   (continue on next page)
3. Complete the options to deliver the assessment to your students and click **Submit**.
4. After you create the test, you'll want to go to the Grade Center and *Edit Column Information* for your new test since there are new grading options available.
5. If you need to limit the availability of the test to certain students, use the Adaptive Release option from the drop-down button next to the title of the test or survey.

Grading a Test

General steps for grading a test are listed below. For details steps, please refer to the resources listed previously.

1. From the **Grade Center** area, click the **Needs Grading** link or the **Tests** link.
2. From the Needs Grading link you can focus on just the tests that need to be graded. Options for grading tests can be found from the drop-down arrow next to the item name (assessment).
3. From the Tests link you can view only tests in the Grade Center and grade entries as necessary. Options for grading tests can be done directly in the cell for a specific student (click the cell to enter a grade), or from the drop-down arrow in the cell and selecting **View Grade Details**. Additional options appear in the menu from the drop-down arrow next to the column title.

Respondus

This Windows-based application is free for faculty to use on campus or at home to create tests that can be uploaded into SacCT or to create printed tests. This tool is easier to use than the Tests tool in SacCT for creating questions for your tests. In addition, Respondus contains many features for printing quizzes, including randomizing the questions, creating an answer sheet, or creating a list of the questions with their answers.

Refer to the Respondus document for more information.

RESOURCES

Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

FSRC Website - http://www.csus.edu/irt/acr/fsrc/

Getting Help

Academic Technology Consultants

http://www.csus.edu/atcs/contact.htm

1on1 Help @ ATCS on Thursdays 1-4 pm in ARC 3005 (no appointment necessary)

Help Desk - Problem Reports & Contact Information

http://www.csus.edu/irt/ServiceDesk/contact.html

IRT Service Desk

(916) 278-7337 or servicedesk@csus.edu

SacCT 9.1 Resources

http://www.csus.edu/sacct

SacCT Help

web-courses@csus.edu

Campus Resources

Accessibility at Sacramento State

http://www.csus.edu/accessibility

Educational Tools

http://www.csus.edu/atcs/tools

Online Tutorials

http://www.csus.edu/training/handouts/tutorials.stm

Training

http://www.csus.edu/training

Training Handouts

http://www.csus.edu/training/handouts