Quick Guide – MyAberdeen: Creating and Grading Tests in Ultra

This Quick Guide explains how to set up and use tests in Ultra courses.

Creating a Test

To create a test in an Ultra course:

1. Click on the **'+' icon** wherever you want to create the test and then click on **Create.**
2. In the **Create Item** panel navigate to the **Assessment** heading and then select **Test**.
3. **Name your test** at the top of the page.
4. Click the **'+' icon to add questions** to the test.

More guidance on setting up tests and on adding questions can be found on the Blackboard Support page [Create Tests](#), as well as [detailed information on the question types available](#) and [extra credit questions](#).

Test settings

Before releasing the test to students make sure to check the test settings to ensure you have the test set up as you need it. Click the **cog icon** to open the settings panel.
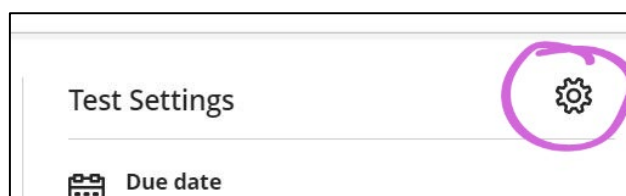

Figure 1 - Cog icon to open the full test settings panel

An in-depth explanation of each setting and how they can be used is available on the [Blackboard Support pages.](#)

Some **important things to note in relation to settings**, as they relate to assessments carried out at the University of Aberdeen:

- Selecting **Prohibit late submissions** auto-enables **Prohibit new attempts after due date**. However, the **Prohibit new attempts after due date** option can be enabled on its own. This supports a scenario where students should have the full amount of time available for their submission, for example on a timed test. This scenario assumes that the due date is of less importance compared to the timing of the test. The setting also allows a student to resume any attempt that was saved, whether manually or automatically, before the due date has passed. This supports a scenario where the student starts an attempt before the due date has passed, experiences a disruption during the assignment (e.g., loss of internet

connection) and returns to submit once the disruption has passed. If they return to submit the saved attempt and the due date has passed, they will have their submission marked as late.

- In the **Grade using** section make sure to select **Points**.
- In the **Maximum points** section ensure the Test adds up to 22 points if it contributes to the overall grade (individual questions can be given fractional points), in line with the University's Common Grading Scale.
- If enabled, **SafeAssign** will check typed answers to Free Text Response questions but will not check any filles attached as responses to this question.
- Using the setting **After all grades have been posted** to release assessment results means that the results will be only released after every student in the course has had a grade posted for the assessment. This also includes any Preview Users generated when using the **Student Preview** tool. If you are using this setting, you will need to add and post a grade for each Preview User you have in the course as well as any students who have not attempted the test. Alternatively, use a different feedback release setting such as "after individual grade has been posted" or "on a specific date".
- **Show question scores** controls whether students can see how many points they got for each individual question in the test. The visibility of the total score however is controlled by the **Post assessment grades automatically** setting**.**
- If **Assessment Results** are set up to be visible to students later, students can see an indication of when these results will become available.

Figure 2 - Student view of test submission indicating when the feedback will become available.

Secure Lockdown Browser Option

Note: The lockdown browser option with Respondus is also available in the Test/Assignment settings (cog wheel). Selecting Respondus enables a secure browser when students are sitting an invigilated exam, with many of our computer rooms having the relevant software already enabled.

Making a test visible to students

Once a test is ready to be released to students, change the visibility setting to Visible to students or use release conditions to make the test visible at a specific time and/or for specific students.
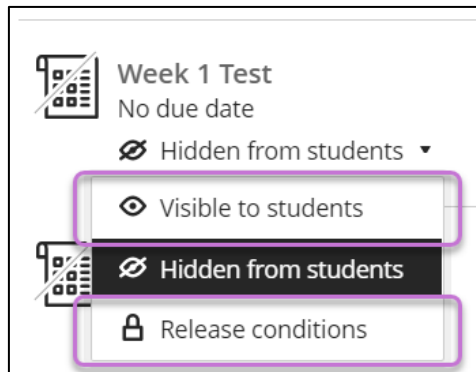

Figure 3 - A menu to control visibility of a test for students.

Exceptions

If specific students need their availability window extended or their number of attempts increased, this can be done by using exceptions. To access exceptions, click the **ellipses** to the right of the relevant student's entry from the assessment's *Submissions* page in the Gradebook and select **Add or edit exceptions.**
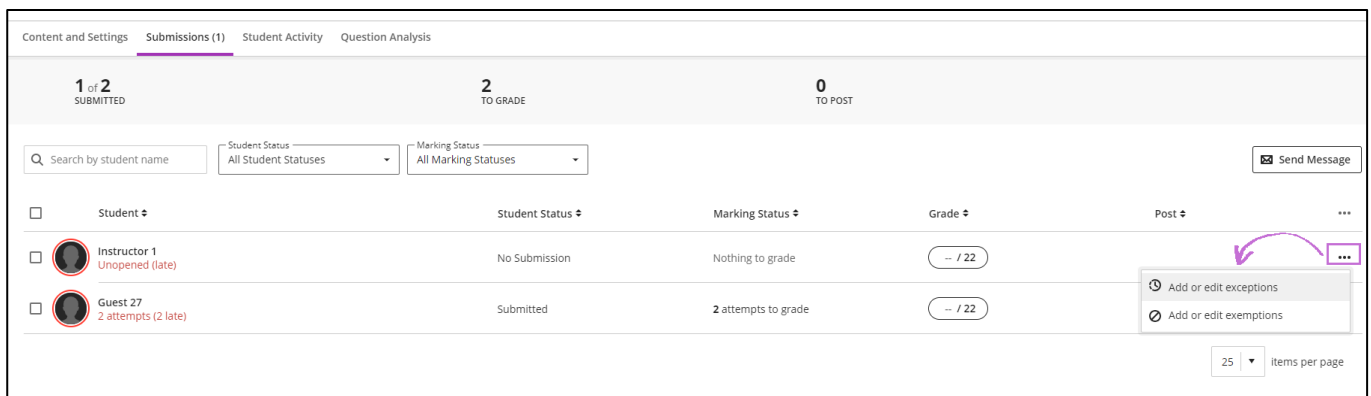

Figure 4 - Accessing assessment exceptions

Grading and feedback for tests

Providing student feedback online keeps your assessment and feedback information together in one place, making feedback more accessible. Once a student submits an attempt, you can view their submission via the Gradebook icon on the navigation bar.
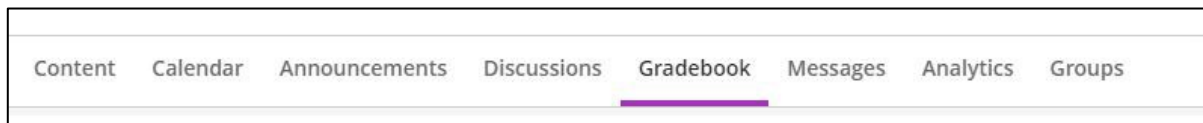
Figure 5 - Accessing Gradebook from the navigation bar.

Guidance on grading and feedback, as well as a look at the new flexible grading interface, can be found in our quick guide *Grading and Feedback for Blackboard Assignments and Tests*.

Editing questions once submissions have started

Once students have started submitting you can still edit questions to update:

- The text in the question or in the answer options, e.g., to correct a typo.
- The correct answer selection, e.g., if the wrong answer was selected as correct.
- Add further correct answers for a Fill in the Blank question.
- Update the maximum points for a question.
- Give full credit to all students for a specific question.
- Designate a question as Extra Credit

Click the ellipses next to the grade pill of the individual question and select **Edit** to open the question for editing.
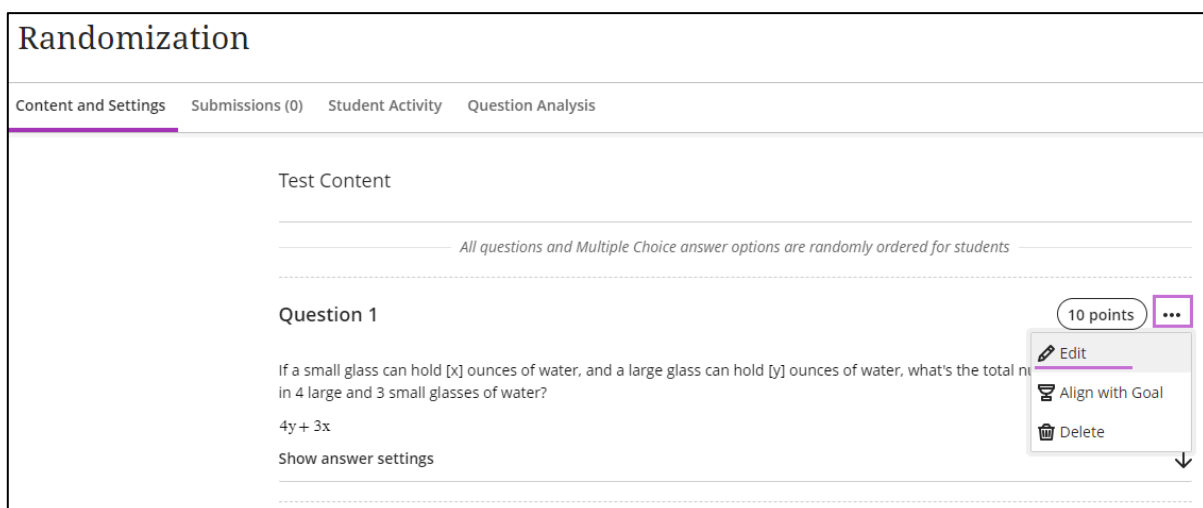

Figure 6 – Editing questions

Further Resources

Grading assignments

- MyAberdeen: Ultra course view - Creating Blackboard Assignments

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- [MyAberdeen: Ultra Course View – Grading and feedback (assignments)](#)
- [MyAberdeen: Ultra Course View – Releasing grades to students (assignments)](#)
- [MyAberdeen: Turnitin (for staff)](#)

Other grading resources
- University of Aberdeen: [Common Grading Scale](#)
- Blackboard: [ULTRA: Navigate Gradebook](#)
- Blackboard: [How do students see grades inside a course?](#)

Other
- Further eLearning advice can be found on the [eLearning webpage](#).
- Course design information can be found in our [Course Design Guidelines](#).