



# Using the assessment tools (Quiz/Self-test/Survey)

## Step-by-step guide for students

For Blackboard Vista 4.x

The assessment tools are:

**Quiz:** an online test for which you may receive a grade recorded for assessment.

**Self test:** an online test graded for your benefit, but not counting towards assessment.

**Survey:** an anonymous online test or questionnaire; no grades are assigned. For example, a survey may be used for course evaluation.

This guide will describe how to access and complete a quiz and self test. The same steps apply for surveys (except grades are not assigned).

## Access a quiz or self test

There are three ways to access assessment tools. The method you use will depend on how your lecturer has set-up your course in **MyLO**.

1. Click on an assessment icon located on a page of your course.



[Self-test: what do you need?](#)

2. Click on a link within a learning module.

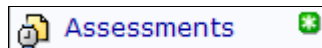
[3.What you need](#)

[3.1.equipment.jpg](#)

[3.2.Self test](#)

Both methods above will take you directly to a particular quiz or self test.

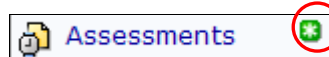
3. Click on **Assessments** located under **Course Tools**.



This method will take you to a list of all of the assessments available to you.

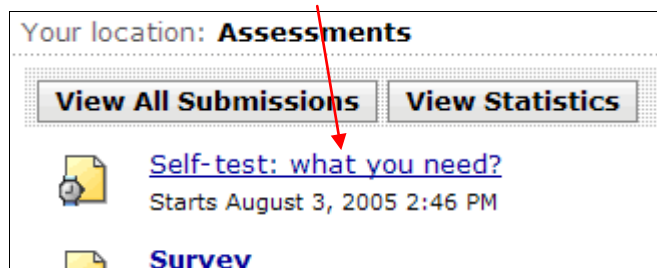
For this example we will use the third option –

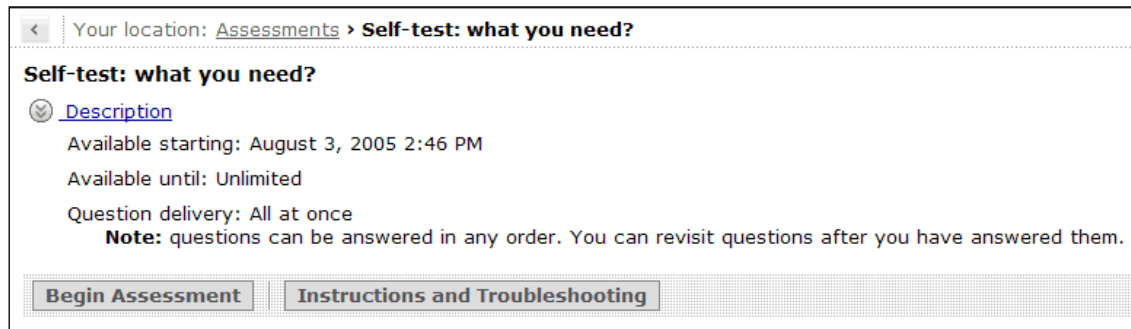
1. Click on **Assessments** located under **Course Tools**.



Indicates there is a quiz or self-test that you haven't opened yet.

2. The Assessments screen will appear listing the assessment tasks available to you.
3. Click on the name of the assessment to view the instructions.





- When you have read the instructions and are ready to start, click **Begin Assessment**. The quiz window will appear, showing the quiz/self test questions.

## Complete a quiz or self-test

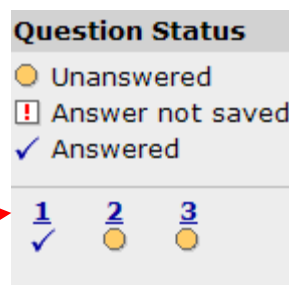
Quiz or self test questions may be multiple-choice, true/false, short answer or choose an answer from a drop-down list. For example,

- After you answer each question click **Save Answer**.

**Note:** If you need to log out of **MyLO** before you have answered all of the questions, make sure you save the questions you have answered. When you go back into the quiz you can continue from where you left-off.


- The **Question Status** will indicate when an answer has been saved by displaying a tick under the question number.

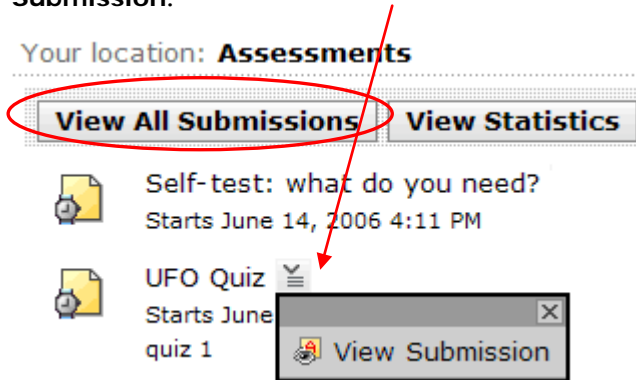
The answer to question 1 has been saved.



- When you have completed all questions, and saved answers, click **Finish**.
- A message will appear asking 'Are you sure you want to submit your assessment?' Click **OK**.

## Using the assessment tools (Quiz/Self-test/Survey)

5. **If the assessment is a self test**, your results will automatically display along with any feedback.  
**If the assessment is a quiz**, a message will appear to indicate that the quiz has been submitted.
6. You will then be returned to the list of assessment items.
7. Click **View All Submissions** to view all quiz results. To view results of a particular quiz, click on the *ActionLinks*  icon beside the name of the quiz, then **View Submission**.



### Completing a timed quiz

Sometimes you may be asked to complete a timed quiz.

Once you begin the assessment the time will display on the right of your screen.

<b>Time</b>	<b>13:43:33</b>	← Current time
Allowed	01:00:00	← Time allowed to complete quiz
Remaining	00:59:30	← Time remaining

If you need to end the quiz before you have completed all of the questions, save the questions you have answered and close the window. When you return to the quiz you will still have the 'time remaining' in which to finish the quiz.

If the 'time remaining' runs out before you are finished the quiz, click **Finish** to submit the questions you have answered.

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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