



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

Quick 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.
2. Click on a link within a learning module.
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**. The **Assessments** screen will appear listing the assessment tasks available to you.
2. Click on the name of the assessment to view the instructions.
3. When you have read the instructions and are ready to start, click on **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.

1. After you answer each question click on **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.
2. When you have completed all questions, and saved answers, click **Finish**.
3. A message will appear asking '**Are you sure you want to submit your assessment?**' Click **OK**.

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.

You will then be returned to the list of assessment items.

4. Click **View All Submissions** to view all quiz results. To view results of a particular quiz, click on the arrow 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.

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 on **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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