

**University of Central Arkansas
Center for Instructional Technology**

**UCA Blackboard
Quick Notes**

Creating Quizzes in UCA Blackboard

UCA Blackboard Development Server URL: <http://webctdev.uca.edu:8901>

To set up a blank UCA Blackboard course shell on the Development Server:

Contact Tonya McKinney

tmckinne@uca.edu

450-3305

For additional help with WebCT/Blackboard:

Contact CIT/IDC

idc@uca.edu

450-5240

Importing and Setting Options in a Quiz Imported from WebCT to UCA Blackboard

1. If you import quizzes from WebCT 4.1, they are automatically converted into a quiz in UCA Blackboard. All you will need to do is to set the criteria for release. If you need to import a quiz then see the Import/Export help file.
2. To do this, push the Teach tab.
3. Next, click on the Assessment link under Course Tools.
4. Push the action menu button to the bottom right of the appropriate quiz.
5. From the action menu selection Edit Properties.
6. From this point all of the selections should look familiar.
7. One change from WebCT here is that under the Dates Available option menu, you have the option of adding a link to the Calendar function. To do this click the checkbox next to: Create a corresponding event in the Calendar
8. Push the Save Button once you have made all of your selections.

Creating a Quiz (For people who have already created quizzes in WebCT)

1. The structure of the quiz is the same as WebCT. You have a Create Assessment button and a Go to Question Database button.
2. Push the Go to question Database button.
3. Push the Create Category button to create a category to store quiz questions. Type the name and push Save.
4. Push the Create Questions button and select the question type as you did in WebCT
5. All of the options should look familiar now. When you finish typing in your question, before you push the Save button make sure you click in the radio button to the left of Specify an existing category and then in the dropdown menu select the Category that you created for this quiz. Otherwise all questions are sent to a folder titled Uncategorized. If you do this by accident you can navigate to the Uncategorized folder, click in the checkbox next to the errant question, select the correct category (or folder) to move it to and push the green arrow to move the question to the correct folder.
6. Once you have written all of your questions, click on the Assessments breadcrumb at the top of the page.
7. Push the Create Assessment button, name the assessment and save it. The selections on this page are the same as WebCT.
8. When you push the save button you will see a list of all assessments that have been created. Click on the assessment you just created.
9. At the top of the page you see an Add to Assessments and a Create Question button. Unless you want to write more questions now, push the Add to Assessments button.

10. You have the option of Existing Questions and Question Set. This is equivalent to WebCT's single question and Question set. The Existing questions option allows you to add questions one at a time and present them to students in the same order. The question set randomly selects from a larger pool of questions and scrambles their order. These functions work just as they did in WebCT.
11. Once you have added all of the questions that you want to add then scroll to the top of the page and click on the action menu to the bottom right of the Assessment name. Or you can simply push the assessments button and go to the list of assessments and click on the one you want to set the criteria for. Either way you push the action menu button and select "Edit Properties. The options are the same here as for WebCT with the notable exception of the ability to create a link to the calendar as described above.