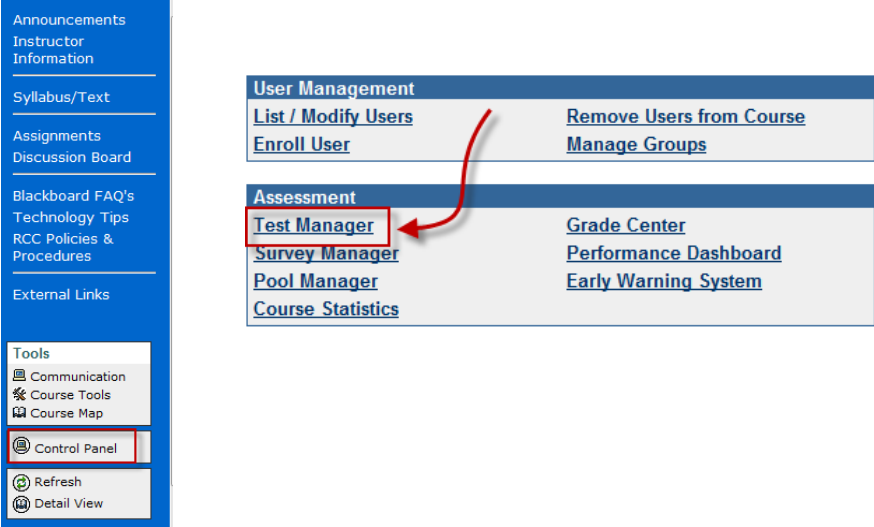
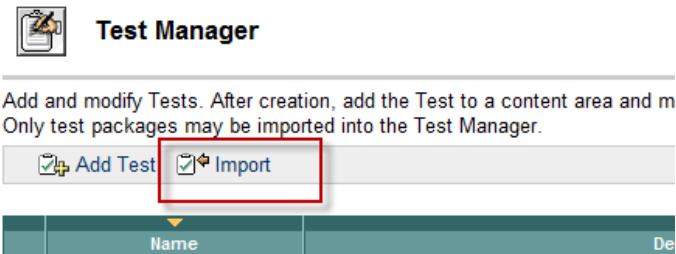


How to load quizzes from the Content System in Blackboard (My Files) tab for SDV Library Resources

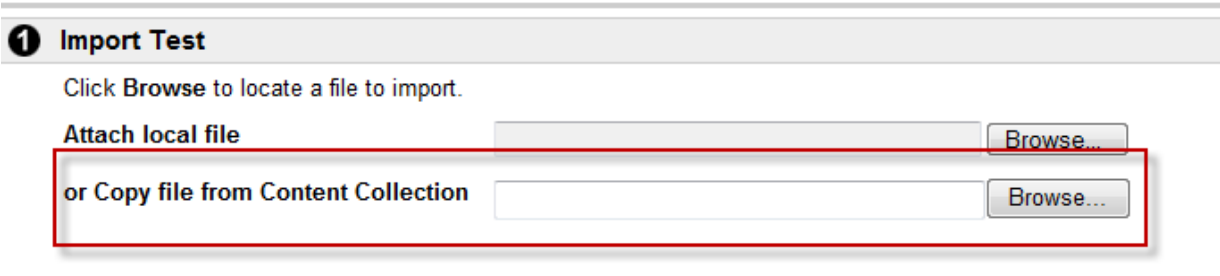
- 1. Go to your course Control Panel
- 2. Select Test Manager



3. Select Import in the menu option

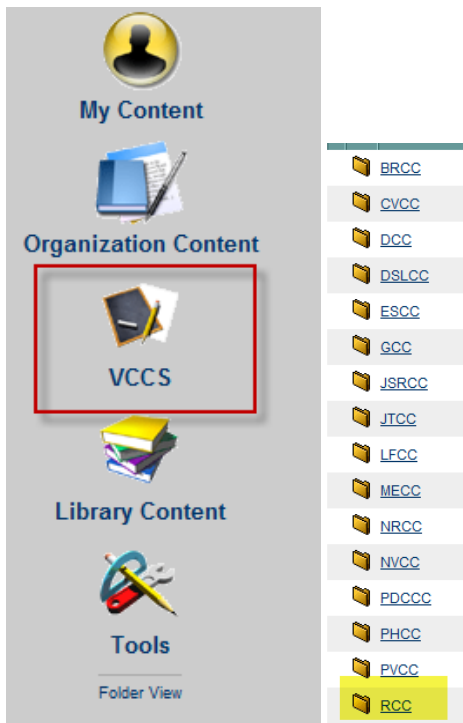


4. Select to Browse from Content Collection

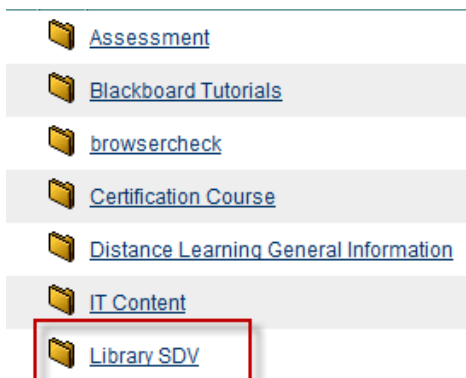


5. Click on the VCCS icon.

6. Click on the RCC folder in the listing.



7. Click on the RCC folder to open and select the Library SDV folder



8. Click in the radio button to select the SDV Library Tutorial Quiz and click Submit.



Submit

9. Once you click Submit you will be taken back to the Test Import screen. Click Submit

Test Import

1 Import Test

Click **Browse** to locate a file to import.

Attach local file

or Copy file from Content Collection

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

10. You will receive a complete message, click OK.

[COLLEGE SUCCESS SKILLS \(DISTANCE LEARNING - FA09\) \(RC278.SDV.100.633.FA09\)](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Import Complete

The package has been processed. The log file is below.

Aug 18, 2009 10:40:11 AM - Status: The operation import has completed.

Tuesday, August 18, 2009 10:40:11 AM EDT

11. Test will appear in your listing.

[COLLEGE SUCCESS SKILLS \(DISTANCE LEARNING - FA09\) \(RC278.SDV.100.633.FA09\)](#) > [CONTROL PANEL](#) > TEST MANAGER

Test Import Complete

The package has been processed. The log file is below.

Aug 18, 2009 10:40:11 AM - Status: The operation import has completed.

Tuesday, August 18, 2009 10:40:11 AM EDT

12. To make the test available for students to complete you will need to deploy the quiz in a content area in your course.

13. Go to a Content area in your course- such as Assignments or Course Documents. Click on Edit View.

The screenshot shows the Blackboard interface for the 'COLLEGE SUCCESS SKILLS (DISTANCE LEARNING - FA09) (RC278.SDV.100.833.FA09) > ASSIGNMENTS' page. The left navigation pane has 'Assignments' highlighted. The main content area is titled 'Assignments' and lists three modules: 'Module 1 - College Policies and Procedures', 'Module 2 - Career Exploration', and 'Module 3 - Resources'. An 'EDIT VIEW' link is circled in red in the top right corner, with a red arrow pointing from the 'Assignments' link in the left pane to it.

14. Once in Edit View Mode- shortcut to the Control Panel, select Add Test in the menu listing.

The screenshot shows the Control Panel menu with options: 'Item', 'Folder', 'External Link', 'Course Link', and 'Test'. The 'Test' option, represented by a checkmark icon, is circled in red.

15. Select the SDV- Library Tutorial Quiz and Submit

The screenshot shows the 'Add Test' dialog box. It has a '1 Add Test' section with instructions: 'Create a new Test or select an existing Test. (Any Test that has already been added will not be displayed.)'. Below this, there is a 'Create a New Test' button and an 'Add Test' dropdown menu. The dropdown menu is open, showing '-- Select Test below --' and 'SDV - Library Tutorial Quiz', which is circled in red. At the bottom, there is a '2 Submit' section with instructions: 'Click Submit to add this Test. Click Cancel to quit.' The 'Submit' button is circled in red.

16. After submission, choose to modify the test options to make it available and other test options.

The screenshot shows the 'Modify Test' dialog box. It has a 'Modify the Test' section with instructions: 'Modify the Test in the Test Canvas.' Below this, there are two options: 'Modify the Test options' and 'Modify the Test options', both circled in red. The 'Modify the Test options' option has instructions: 'Modify the Test options, such as availability and feedback.' At the bottom right, there is an 'OK' button.

Open test in new window Yes No

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

Allow unlimited attempts.

Number of attempts

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also recor

Hours Minutes

Display After

Display Until

Aug 2009

Aug 2009

10 AM

10 AM

Password. Require a password to access this Test.

Password.

17. Make sure to Choose Test Feedback to see Score , Submitted Answers, Feedback. If you are not allowing the students to take more than once, then you can also choose correct answers. Keep in mind that students can print out the whole quiz with answers when they check their grade. If you do not want them to have access to print out the quiz, then you choose Score only.

result details. To protect student privacy, this choice can not be reversed I

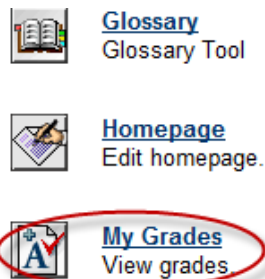
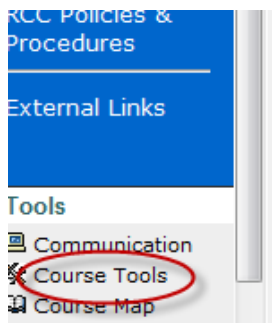
4 Test Feedback

Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

5 Test Presentation

18. You must tell students they can check their grade by going to a content area you set up in your course called My Grades or by clicking on Course Tools and My Grades.



19. To View who has taken the quiz and their scores, you must go to the Control Panel and Click on Grade Center. Locate the Column SDV- Library in your spreadsheet.

To view statistics you can click on the action arrow and select Attempt Statistics – All survey responses must be complete to get an accurate detail.

