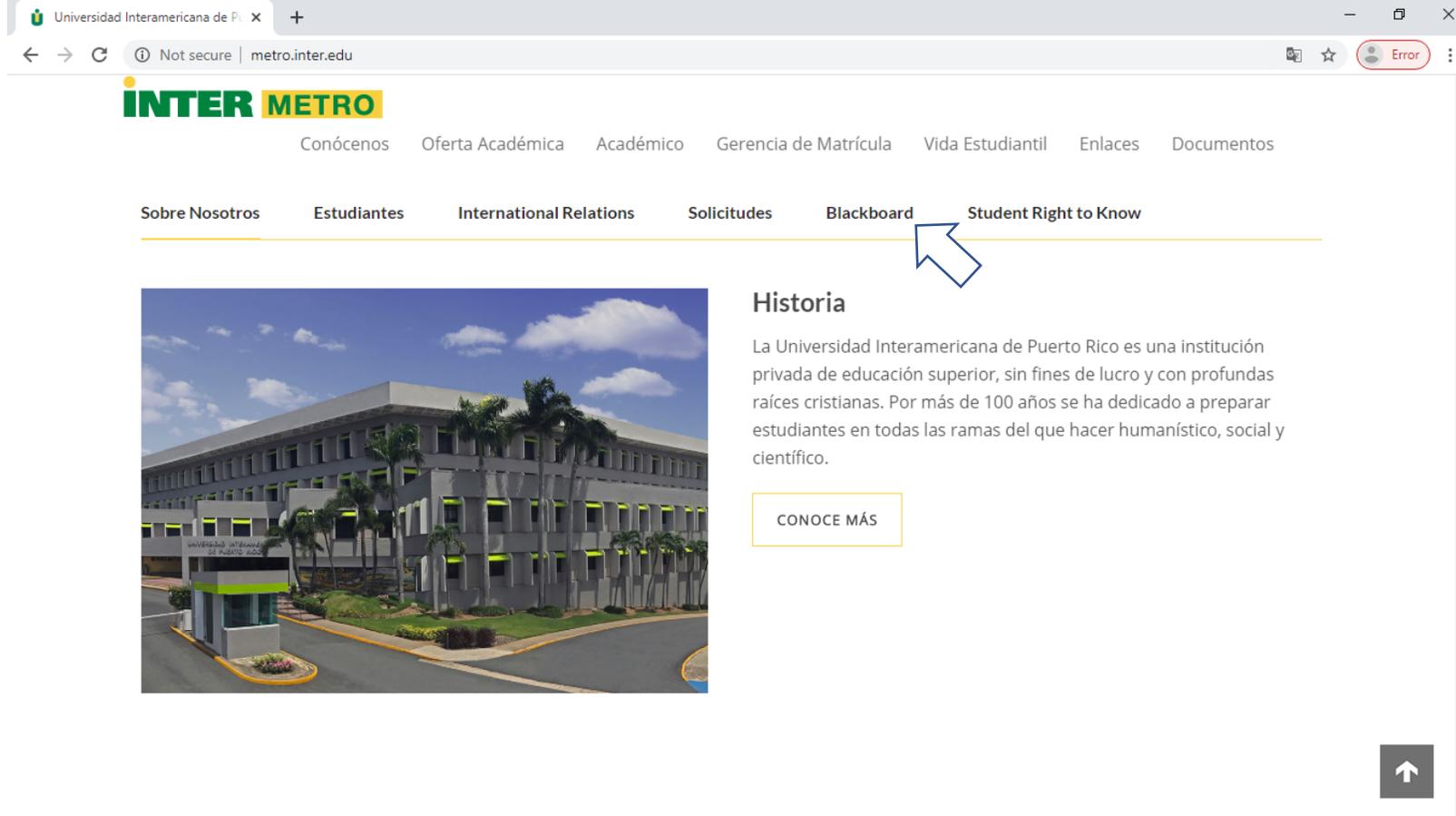




BLACKBOARD
DEPARTAMENTO
DE EDUCACION

**CREAR EXAMEN
SELECCIÓN MULTIPLE**



- **Accesa el portal del Recinto en Internet:**
<http://www.metro.inter.edu/> .
- **En la parte baja de la pagina presiona el botón de *Blackboard*.**

Universidad Interamericana de P... x +

Not secure | metro.inter.edu

INTER METRO

Conócenos Oferta Académica Académico Gerencia de Matrícula Vida Estudiantil Enlaces Documentos

Sobre Nosotros Estudiantes International Relations Solicitudes **Blackboard** Student Right to Know



Acceder a Blackboard

Accede a tus cursos matriculados en línea.

ACCEDER

Manual de Usuario para Blackboard.

VER MANUAL

↑

www.metro.inter.edu/#services5

- En la próxima pantalla presiona el botón de **ACCEDER.**

Universidad Interamericana de Puerto Rico

Blackboard Login - Universidad I

interbb.blackboard.com/webapps/login/

FAJARDO
FAJ

Username: M0011

Password:

Login

[Forgot or Change Password?](#)

CAMBIO DE CONTRASEÑA

Aviso importante:

A partir del 2 de junio de 2019, antes de acceder a Bb Learn deberás cambiar tu contraseña a través del siguiente enlace.
Para cambiar tu contraseña accede al siguiente enlace: <https://pwdreset.inter.edu:9251/showLogin.cc>

Una vez cambies tu contraseña, igualmente podrás utilizar la misma para InterWeb.

Instrucciones para cambio de contraseña:
Versión en Inglés:
http://www.inter.edu/banner-blackboard/Password_Authentication.pdf

Versión en Español:

- Luego de escribir tu *Username* y *Password* en los espacios correspondientes presiona el botón de *Login*.

The screenshot shows the Blackboard portal interface for Universidad Interamericana de Puerto Rico. The top navigation bar is green and contains the university logo, the name 'UNIVERSIDAD INTERAMERICANA DE PUERTO RICO', and three main menu items: 'My Institution', 'Content Collection', and 'Courses'. A white arrow points to the 'Courses' button. Below the navigation bar, there is a secondary navigation bar with 'My Institution', 'Notifications Dashboard', and 'Community'. The main content area is divided into several sections: 'Tools' (Calendar, Tasks, My Grades, Starfish), 'InterOnline' (Educación en Línea, HETS VIRTUAL PLAZA, Blackboard Mobile), 'Needs Attention' (No Notifications, Last Updated: March 17, 2020 4:55 PM), and 'My Messages' (Courses with Messages: You have no new unread messages!, Last Updated: March 17, 2020 4:55 PM). There is also a 'My Announcements' section with a message: 'No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days.' and a link for 'more announcements...→'.

- Presiona el botón de *Courses* en la parte alta-derecha de la pantalla.

Univerdad Interamericana de P... x Courses - Blackboard Learn x +

interbb.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO

My Institution Content Collection Courses

Courses Community

Course List

Courses where you are: Instructor

201513.27584: EDUC8500.THEORIES&MODELS ED MGMT&LEADER
(unavailable - was last available Monday, November 3, 2014)
Instructor: Carlos Cortes Gonzalez;

201613.27584: EDUC8500.THEORIES&MODELS ED MGMT&LEADER
(unavailable - was last available Tuesday, November 3, 2015)
Instructor: Carlos Cortes Gonzalez;

201713.28960: EDUC8500.THEORIES&MODELS ED MGMT&LEADER
(unavailable - was last available Tuesday, November 8, 2016)
Instructor: Carlos Cortes Gonzalez;

201813.28960: EDUC8500.THEORIES&MODELS ED MGMT&LEADER
(unavailable - was last available Saturday, December 8, 2018)
Instructor: Carlos Cortes Gonzalez;

201913.28960: EDUC8500.THEORIES&MODELS ED MGMT&LEADER
(unavailable - was last available Saturday, November 10, 2018)
Instructor: Carlos Cortes Gonzalez;

202013.28960: EDUC8500.THEORIES&MODELS ED MGMT&LEA
(unavailable - was last available Monday, November 11, 2019)
Instructor: Carlos Cortes Gonzalez;

201413.23931: EDUC8520.HUM RESOURCES MGMT IN EDU INST
(unavailable - was last available Sunday, November 3, 2013)
Instructor: Carlos Cortes Gonzalez;

Browser Test

Use the button below to check if your web browser is properly configured to use Blackboard

Test your Browser

- **Selecciona el curso que vas a trabajar y presiona.**

- **CREANDO UN EXAMEN DE SELECCIÓN MULTIPLE**

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO

My Institution Content Collection Courses

(Course has been unavailable to students since Monday, November 11, 2019) > Página Principal Edit Mode is: ON

Página Principal

Build Content Assessments Tools Partner Content Discover Content

INTER METRO Facultad de Educación y Profesionales de la Conducta
Centro de Educación a Distancia y Desarrollo Tecnológico

Curso: Edu 8500 Modelos y Teorías Normativas y Descriptivas en La Gerencia Educativa
Prof. : Carlos Cortes

Información General

Enabled: Adaptive Release
En esta sección se recopilan una serie de documentos que te orientan y ayudan a entender la dinámica de un curso virtual.

Prontuario

EDUC8500.THEORIES & MODELS ED MGMT&LEADER (202013.28960)

Página Principal
Prontuario
Calendario
Contenido
Mis Notas
Apoyo y Herramientas
Correo Electrónico
Anuncios

COURSE MANAGEMENT

Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups

- En el menú de la parte izquierda de la pantalla presiona el botón de Contenido.

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO

My Institution Content Collection Courses

(Course has been unavailable to students since Monday, November 11, 2019) > Contenido Edit Mode is: ON

Contenido

UNIDAD 1: Coronavirus
En esta Unidad se presentará información relacionada a la situación de emergencia con el Coronavirus.

Prontuario Educ 8500 Agosto 2019

Lecturas
Lecturas suplementarias relacionadas a los diferentes temas del curso.

Presentaciones

Calendarios

EDUC8500.THEORIES& MODELS ED MGMT&LEADER (202013.28960)

Página Principal
Prontuario
Calendario
Contenido
Mis Notas
Apoyo y Herramientas
Correo Electrónico
Anuncios

COURSE MANAGEMENT

Control Panel
Content Collection →
Course Tools
Evaluation →
Grade Center →
Users and Groups

- Elige el cartapacio/Unidad en la cual vas a crear el examen.

The screenshot shows the Blackboard LMS interface for 'UNIDAD 1: Coronavirus'. The top navigation bar includes the university logo and name, 'My Institution', 'Content Collection', and 'Courses'. The course title 'UNIDAD 1: Coronavirus' is displayed, along with a notification that the course has been unavailable since November 11, 2019. The 'Assessments' menu is open, showing options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', 'Mobile Compatible Test', and 'McGraw-Hill Assignment'. Arrows point to the 'Assessments' button and the 'Test' option.

- Presiona el botón de Assessment.
- Presiona el botón de Test en el menú que aparecerá en la parte baja de Assessment.

Univerdad Interamericana de P... x Create Test - 202013.28960 x +

interbb.blackboard.com/webapps/assessment/do/content/assessment?action=ADD&course_id=_254553_1&content_id=_17418085_1&assessmentType=Test

(Course has been unavailable to students since Monday, November 11, 2019) > ... > UNIDAD 1: Coronavirus > Create Test

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test
Retro

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel

javascript:submit('createNew')

- Presiona el botón de *Create*.

Unidad Interamericana de P... x Test Information - 202013.28960 x +

interbb.blackboard.com/webapps/assessment/do/content/addAssessment

Test Information

Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Este ejercicio de **assessment** consiste en medir sus conocimientos con relación a la situación con el Coronavirus.

Path: p > span Words: 17

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Tiene una oportunidad para tomar el examen. Escoja la mejor opción.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

- En la parte de *Test Information* vas a escribir:
 - Name (nombre que le vas a poner al examen)
 - Description (del examen)
 - Instructions (para tomar el examen)
 - Presiona Submit.

Success: Coronavirus Retro 1 created.

Test Canvas: Coronavirus Retro 1

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions Question Settings

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

This test has no questions!
Create questions or add questions from other resources.

← OK

javascript:addNGQuestion('_163057817_1','Multiple Choice',-1)

- Presiona el botón de *Create a Question.*
- Presiona el botón de *Multiple Choice.*

Question Title: Pregunta Numero 1

Question Text: El Coronavirus se originó en:

Path: p Words: 6

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering: Arabic Numerals (1, 2, 3)

Answer Orientation: Vertical

Allow Partial Credit:

Show Answers in Random Order:

ANSWERS

Click **Submit** to proceed. Click **Cancel** to go back. Click **Submit and Create Another** to save this question and create another of the same type.

Buttons: Cancel, Submit and Create Another, Submit

- Esta pantalla consta de varias partes... en la parte superior vas a escribir:
 - Question Title (el nombre de la primera pregunta... Ej. Pregunta Numero 1)
 - Question Text (la pregunta)
- Selecciona:
 - Answer Numbering (como aparecerán las posibles respuestas... números, letras...)
 - Show Answers in Random Order (las respuestas aparecerán en orden aleatorio)

Universidad Interamericana de P... x Create/Edit Multiple Choice Que... x +

interbb.blackboard.com/webapps/assessment/do/authoring/modifyAssessment

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Wuhan, China

Path: p Words: 2

Answer 2.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Tokio, Japón

Path: p > span Words: 2

Answer 3.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Click Submit to proceed. Click Cancel to go back. Click Submit and Create Another to save this question and create another of the same type.

Cancel Submit and Create Another Submit

- En la parte central de la pantalla vas a:
- Seleccionar cuantas posibles contestaciones va a tener cada pregunta (Number of Answers).
- Seleccionar cual será la contestación correcta (Correct)
- Escribir las posibles contestaciones. (Answer 1, Answer 2, etc)

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T Paragraph Arial 3 (12pt)

Todos las noticias tienden a confirmar que el virus comenzó en Wuhan, China.

Path: p Words: 13

Incorrect Response Feedback

T T T Paragraph Arial 3 (12pt)

Path: p Words: 0

CATEGORIES AND KEYWORDS

Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories None Add

Topics None Add

Click Submit to proceed. Click Cancel to go back. Click Submit and Create Another to save this question and create another of the same type.

Cancel Submit and Create Another Submit

- En la parte baja de la pantalla puedes ofrecerle retroalimentación al estudiante (*Feedback*).
- Presiona *Submit and Create Another*.
- Repetir el proceso de esta pantalla hasta que completes todas las preguntas.

Univerisidad Interamericana de P... Create/Edit Multiple Choice Que...

interbb.blackboard.com/webapps/assessment/do/authoring/modifyAssessment?course_id=_254553_1&assessmentType=Test&assessmentId=_163057816_1&isLinked...

Success: Question created.

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Los principales síntomas del Coronavirus son:

Path: p Words: 8

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

Click **Submit** to proceed. Click **Cancel** to go back. Click **Submit and Create Another** to save this question and create another of the same type.

Cancel Submit and Create Another **Submit**

- Segunda Pregunta
- Escribir *Question Title*
- Escribir *Question*
- Seleccionar Answering Numbering
- Seleccionar Show Answers in Random Order

Universidad Interamericana de P... Create/Edit Multiple Choice Que...

interbb.blackboard.com/webapps/assessment/do/authoring/modifyAssessment?course_id=_254553_1&assessmentType=Test&assessmentId=_163057816_1&isLinked...

Show Answers in Random Order

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers: 4

Correct: Answer 1

For the toolbar, press ALT+H (PC) or ALT+FN+H (Mac)

Fiebre

Words: 1

Answer 2

For the toolbar, press ALT+H (PC) or ALT+FN+H (Mac)

Dificultad Respirando

Words: 2

Answer 3

For the toolbar, press ALT+H (PC) or ALT+FN+H (Mac)

Dolores en el Cuerpo

Words: 4

Answer 4

For the toolbar, press ALT+H (PC) or ALT+FN+H (Mac)

Todas las Anteriores

Click Submit to proceed. Click Cancel to go back. Click Submit and Create Another to save this question and create another of the same type.

Cancel Submit and Create Another Submit

- Posibles Contestaciones a Pregunta Numero Dos
- Seleccionar cuantas posibles contestaciones (*Number of Answers*)
- Seleccionar cual será la contestación correcta (Correct)

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Los expertos han establecido claramente los síntomas del Coronavirus.

Path: p Words:9

Incorrect Response Feedback
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p Words:0

CATEGORIES AND KEYWORDS

Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add

Click Submit to proceed. Click Cancel to go back. Click Submit and Create Another to save this question and create another of the same type.

Cancel Submit and Create Another **Submit**

- Luego de completar todas las preguntas, presiona **Submit**

UNIVERSIDAD INTERAMERICANA DE PUERTO RICO

interbb.blackboard.com/webapps/assessment/do/content/assessment?action=ADD&course_id=_254553_1&content_id=_17418085_1&assessmentType=Test

Carlos Cortes Gonzalez

My Institution Content Collection Courses

(Course has been unavailable to students since Monday, November 11, 2019) > ... > UNIDAD 1: Coronavirus > Create Test

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test
 -- Select Test Below --
 Retro
 Coronavirus Retro 1

Click **Submit** to add this test. Click **Cancel** to quit.

- Selecciona el examen que acabas de crear (*Add an Existing Test*)
- Presiona *Submit*.

The screenshot shows the Blackboard 'Test Options' configuration page. At the top, a green banner indicates 'Success: Coronavirus Retro 1 created.' The page title is 'Test Options' with a subtitle: 'Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)'.

Under the heading 'TEST INFORMATION', there is a required field for 'Name' containing 'Coronavirus Retro 1'. Below it, the 'Choose Color of Name' dropdown is set to 'Black'.

The 'Content Link Description' section features a rich text editor with the text: 'Este ejercicio de assessment consiste en medir sus conocimientos con relación a la situación con el Coronavirus.' Below the editor, the 'Path' is 'p' and the word count is 'Words: 17'.

The 'Test Description' section contains the same text as the content link description. Below it, the checkbox 'Show test description to students before they begin the test.' is checked, with a blue arrow pointing to it.

The 'Test Instructions' section contains the text: 'Tiene una oportunidad para tomar el examen. Escoja la mejor opcion.' Below it, the checkbox 'Show instructions to students before they begin the test.' is checked, with a blue arrow pointing to it.

The 'Open test in new window' section has radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom right, there are 'Cancel' and 'Submit' buttons. A footer note reads: 'Click **Submit** to edit options for this test. Click **Cancel** to quit.'

- Esta pantalla tiene varias partes (*Test Options* = diferentes opciones que tendrán los estudiantes).
- Selecciona *Show text description to students before they begin*.
- Selecciona *Show instructions to students before they begin*.

TEST AVAILABILITY

Make the link available

Yes



Add a new announcement for this test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Score attempts using

Last Graded Attempt

Force Completion

Once started, this test must be completed in one sitting.



Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Password

Require a password to access this test.

Click Submit to edit options for this test. Click Cancel to quit.

Cancel

Submit

- Esta parte de la pantalla presenta las disponibilidad del examen.
- Selecciona *Make the link available*
- Selecciona *Force Completion*
- Selecciona fechas de disponibilidad (*Display*)

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date   ←

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed. ←

Students will be unable to start the Test if this option is selected.

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel

Submit

- En la parte de **Due Date** de la pantalla:
- Selecciona la fecha y hora en que termina la disponibilidad del examen
- Selecciona **Do not allow students to start the test if the due date has passed**

ckboard.com/webapps/assessment/do/content/assessment?action=MODIFY&course_id=_254553_1&content_id=_17434489_1&assessmentType=Test&me... Error

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations
 Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center
 If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Attempts are graded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Available to students after all students enrolled into the course	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

- En esta parte de la pantalla vas a Seleccionar:
- ***Include this Test in Grade Center scores calculations***
- ***After Attempts are graded***
- ***Score per Question***
- ***All Answers***
- ***Feedback***
- ***Show Incorrect Questions***

Universidad Interamericana de P... x Test Options - 202013.28960 x +

interbb.blackboard.com/webapps/assessment/do/content/assessment?action=MODIFY&course_id=_254553_1&content_id=_17434489_1&assessmentType=Test&me... Error

course are graded.

----Choose----

All Answers Correct Submitted

TEST PRESENTATION

All at Once 
Present the entire test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions 
Randomize questions for each test attempt.

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel  Submit

- En la parte baja de la pantalla:
- ***Selecciona All at Once***
- ***Randomize Questions***
- ***Presiona Submit***

Success: Coronavirus Retro 1 Options Edited.

UNIDAD 1: Coronavirus

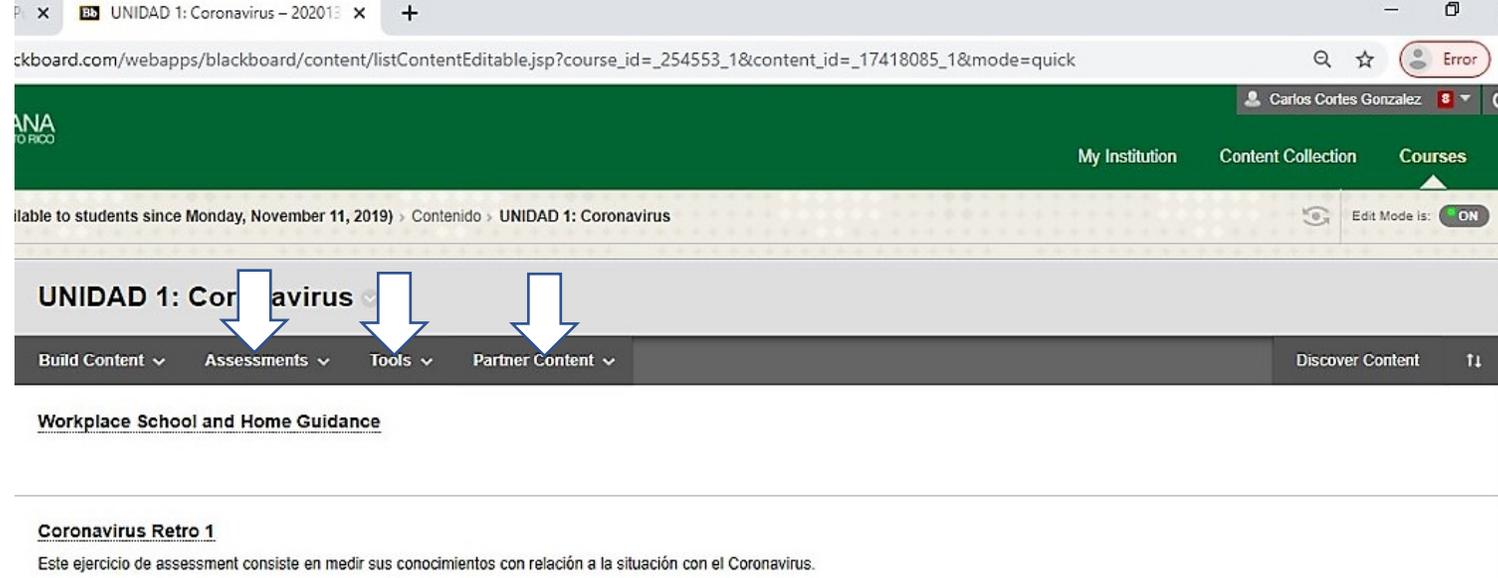
Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ Discover Content ↑↓

Workplace School and Home Guidance

Coronavirus Retro 1 ←

Este ejercicio de assessment consiste en medir sus conocimientos con relación a la situación con el Coronavirus.

- **El examen que acabas de crear aparecerá adentro de la Unidad 1**



- Para poder trabajar en las pantallas debes tener el botón de *Edit Mode* en *On*.
 - A veces se apaga automáticamente ... solo presiona el botón de *Edit Mode* hasta que aparezca *ON*.