

## Creating Test/Quizzes

Blackboard's Test Tool allows the creation of online Tests, Exams or Quizzes. This is just one method for providing a quiz or test in Blackboard.

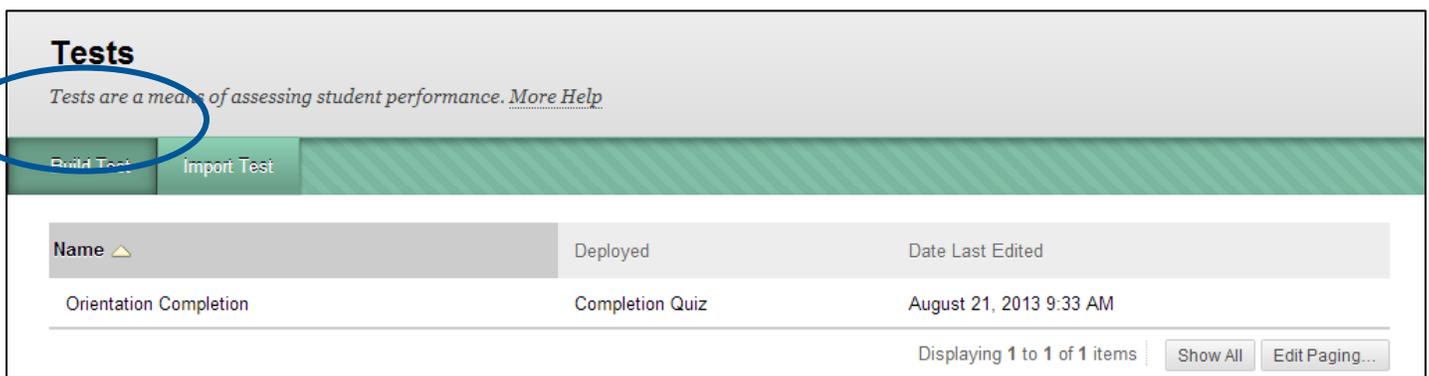
NOTE: There is a survey tool (generally not a graded item) and a Pool Manager, where banks of questions can be stored for use in a test. Additionally, some publishers have test banks that can be exported to Blackboard and there are third party tools (i.e. Respondus and TestGen) that can be used to help facilitate test creation.

### Create a Test

1. Enter the course in which you wish to create the test.
2. Make sure to turn edit mode **ON** at the top right-hand corner of the page.



3. Under the Course Management area, click on **Course Tools**.
4. Select **Tests, Surveys, and Pools**.
5. From the Tests, Surveys, and Pools page, click on the link for **Tests**.
6. From the Tests page, click on the **Build Test** button.



The "Test Information" page allows you to set the Name and the Description for your exam. You may also enter custom instructions.

7. Once the test information has been entered, click the **Submit** button to add questions to your test.

**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

This test covers chapters 1-3

Path: p Words:5

Instructions

## Create an Individual Test Question

Once your test has been created, you will need to add questions. To manually create questions inside of Blackboard:

1. Click on the **Create Question** button and choose the question type that you will be adding to your course (for this example we will create a multiple choice question).

**Test Canvas: Test 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 rs chapters 1-3

Either/Or

Essay

2. Within the "Create/Edit Multiple Choice Question" window, enter the question title, text and complete the options (answer numbering, orientation, allow partial credit, random order).

**QUESTION**

Question Title

**\* Question Text**  
*Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).*



What color is the sky?

3. Choose the Number of Answers for the question, and then provide answers in the appropriate places.
4. Designate the correct answer by selecting the radio button beside the correct answer choice.

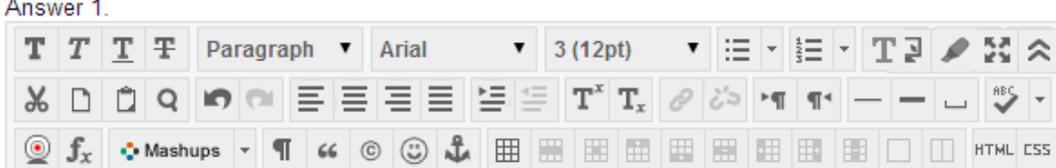
**ANSWERS**

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

Number of Answers

Correct

Answer 1. Remove



Blue

Path: p Words:0

Answer 2. Remove

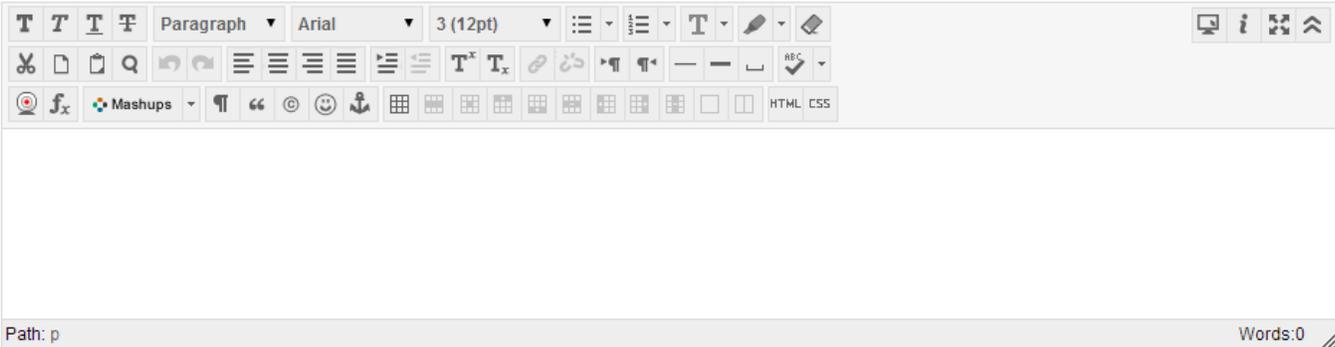


5. If you have any question feedback to provide to the students, add it in the available Feedback text areas.

**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.*

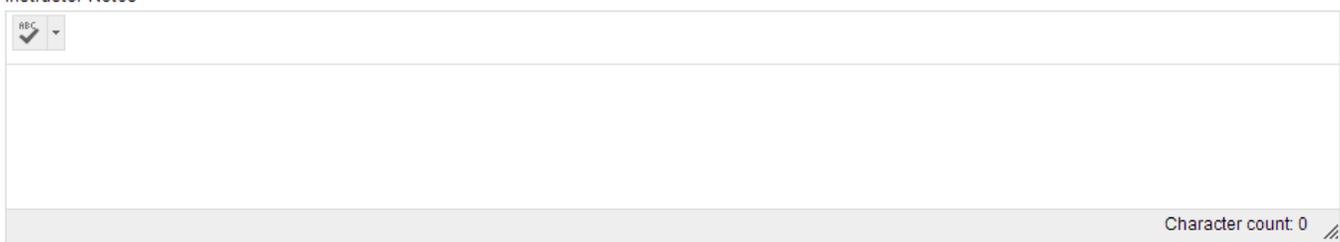
Correct Response Feedback



The image shows a rich text editor interface for entering feedback. It includes a toolbar with various formatting options such as bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, and a spell checker. The font is set to Arial, size 12pt. The text area is currently empty. At the bottom left, it says 'Path: p' and at the bottom right, it says 'Words:0'.

6. To add any information regarding categories and keywords, add the information by using the appropriate Add button.
7. If any Instructor Notes are required, place the information in the text area provided.
8. Once your question settings have been verified, click **Submit** to add the question to the test.
9. You may also click **Submit and Create Another** to add another *Multiple Choice* question.

**Instructor Notes**



The image shows a text area for entering instructor notes. It has a small 'ABC' icon in the top left corner. The text area is currently empty. At the bottom right, it says 'Character count: 0'.

*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.*

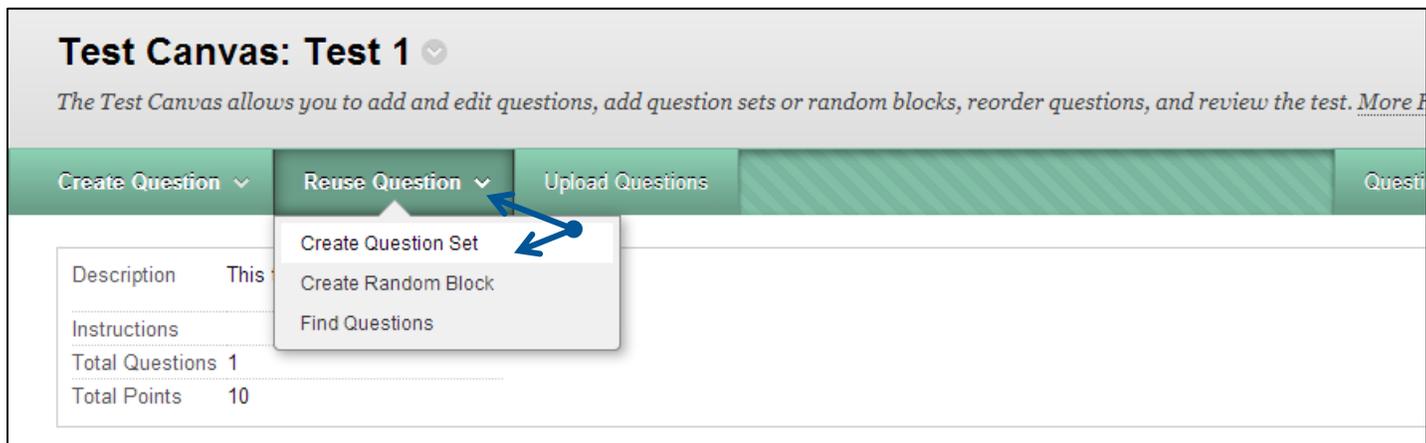
Cancel **Submit and Create Another** Submit

10. Repeat this process to create additional question to the test.

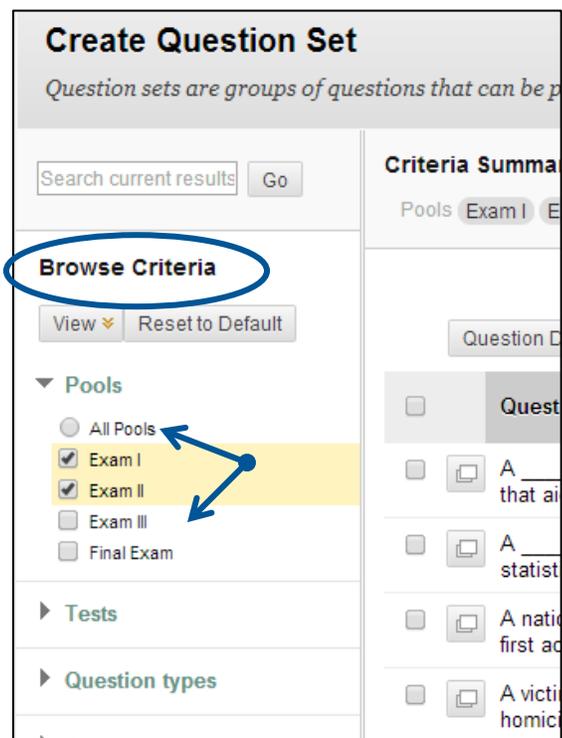
## Add a Random Set of Questions from a Pool

Chances are if you imported questions into Blackboard, you created a Pool. Using Pools, an instructor can add a random set of questions to a test.

1. From the "Test Canvas" page, click the **Reuse Question** button, and then select **Create Question Set**.

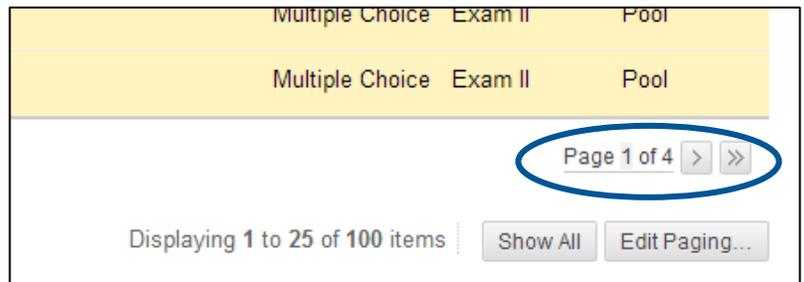


2. In the "Choose Criteria" column, select **Pool**.
3. Place a checkmark in the boxes that contain the questions you would like to add to the test. Optionally, you may select **All Pools**.
4. Use different combinations of the "Browse Criteria" to search for questions. For example, you may want to select the *Question Types* criteria and only include True False questions.
5. Select the questions you would like to use in your random set of questions. You may also select all.

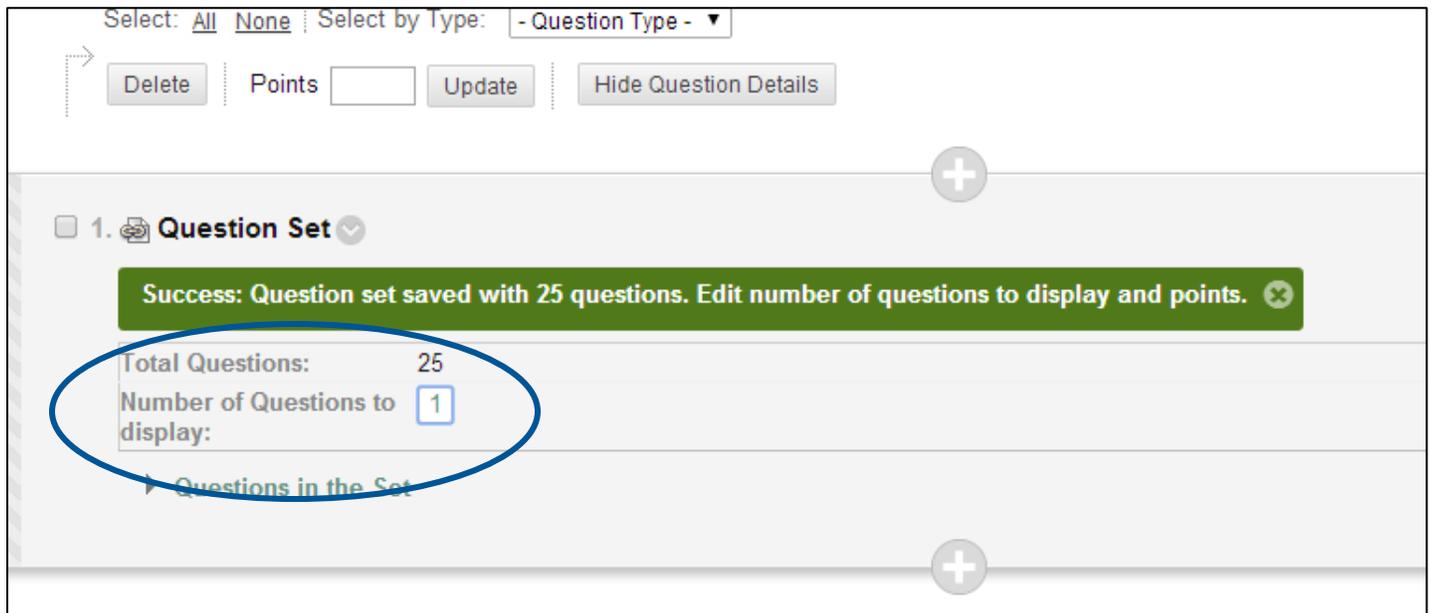


**Note:** Keep in mind that you may have multiple pages of questions.

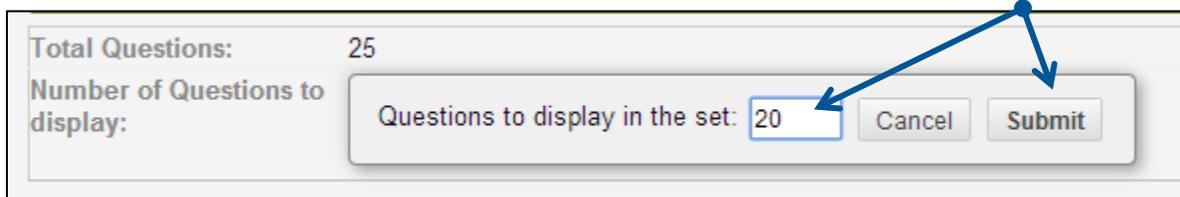
6. Once you have selected question settings, click on the **Submit** button to add the questions to the test.



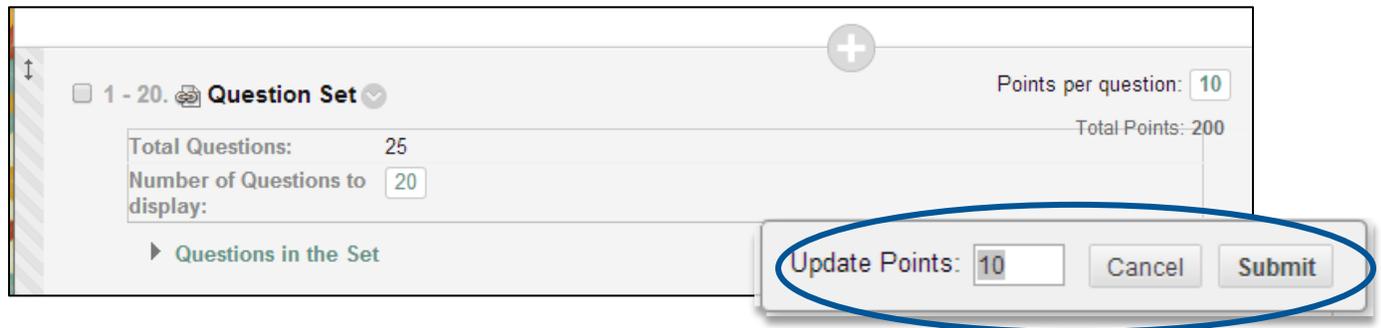
7. Once the set of questions has been added to the exam, select the number of questions to display. In other words, how many random questions from the set should each student answer?
8. Click the box containing the number 1.



9. Enter the number of questions to display.
10. Click **Submit**.



11. Next set the number of points per question by clicking the box containing the number 10.
12. Update the points per question and then click **Submit**.

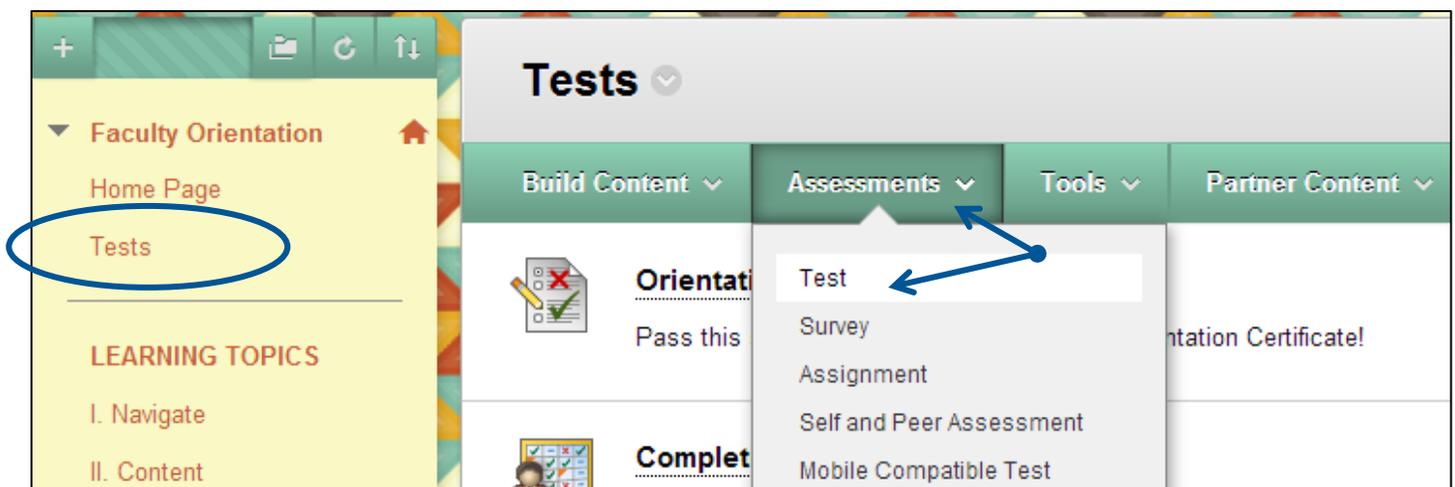


13. You may add additional *question sets* or *individual questions*. When you are finished, click **OK** at the bottom of the screen.
14. **New!** By default, when you create new questions, they are added to the end of the test. **Reorder** questions using the drag-and-drop function

## Deploy and Set Properties for the Test

Once your test has been created and contains questions, you will need to deploy the test and set test settings. Tests need to be deployed in a content area in your course.

1. To deploy the test, first select the area which you will add the test. In this example, we will add the test to the "Tests" area of the course.
2. Click the Content area. Click **Assessments** button and then select **Test**.



3. Now in the "Add Test" area, select your test from the "Add Test" box and click **Submit**.

4. You will be directed to the "Test Options" area. You may edit the name or the description.
5. **New!** You may choose to make the description visible to students before they click the link to take the test.
6. Determine if you would like the test to open in a new window.
7. Scroll down to "Test Availability". The following options are available:
  - a. Make the Link Available - Select **Yes** to allow students to access to the Test.
  - b. Add a New Announcement for this Test - Select **Yes** to add a new announcement for the Test.
  - c. Multiple Attempts - Allow Students to take the Test an unlimited number of times or a set number of times.
  - d. **New!** Score Attempts Using- If you allow multiple attempts, you can select one of the following:
    - Last Graded Attempt—the default
    - Highest Grade
    - Lowest Grade
    - First Graded Attempt
    - Average of Graded Attempts
  - e. Force Completion - Students must complete the Test the first time it is launched (not recommended)
  - f. Set Timer - A timer displays to the Students during the Test
  - g. Auto-Submit – If a timer is set, turning Auto-Submit on will save and submit the test automatically when time expires.

- h. Display After/Until –sets the viewing properties for the test concerning date/time
- i. Password - Set the password required to access the Test.

8. **New!** Scroll down to the “Test Availability Exceptions” area. Here exceptions can be made to the existing test availability rules set above. **Use exceptions to provide an accommodation to a student who is disabled, or for technology and language differences.**

**Notes:** Exceptions can apply to individual students or groups of students. If you choose to use groups, please make sure to make the group unavailable if you do not want students to see who is in the group. Also, timer and force completion must already be enabled in the test availability rules above in order to set timer and force completion exceptions.

In the example below we are allowing an additional attempt for a student who is blind and using screen reader technology for the first time.

Name	Attempts	Timer	Availability
Henry Wagner	Single Attempt	<input type="checkbox"/> [ ]	[ ]
Chris Casper	Single Attempt	<input type="checkbox"/> [ ]	[ ]
Ashby Cooper	Multiple Attempts	<input type="checkbox"/> [ ]	[ ]

9. Scroll down to the “Due Date” area. Set a due date to easily include the test’s due date on the Notifications Dashboard, also known as the Home Page.
10. Optionally, by checking **Do not allow students to take a test once the due date has passed**, students will be unable to start the Test if this option is selected.
11. Scroll down to the “Self-Assessment Options” area. The options available to you are:
- a. Include this Test in Grade Center Score Calculations - Test results can be used in Grade Center calculations by selecting this option.
  - b. Hide Results for this Test Completely from Instructor and the Grade Center - Test scores are hidden in the Grade Center. **NOTE!** If you check this box, test takers will only receive a completion grade. The actual score of the test cannot be retrieved.

12. **New!** Scroll down to the “Show Test Results and Feedback to Students” area. Select what feedback displays upon completion of the test. Feedback options may be changed once the test has been given.

You can set one or two rules using the drop-down lists. You *cannot* choose some rules in combination. After you select a rule in the first drop-down list, some may not appear in the second drop-down list.

When <i>i</i>	Score per Question <i>i</i>	Answers <i>i</i>	Feedback <i>i</i>	Show Incorrect Questions <i>i</i>
After Submission <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

13. You must make a selection. Set when appropriate test results and feedback are shown to students:

- a. After Submission: This is the default option.
- b. One-time View: After students submit their tests or surveys, the selected results and feedback options are in effect for students to view ONCE.
- c. On Specific Date: View results and feedback after the selected date and time.
- d. After Due Date
- e. After Availability and End Date
- f. After Attempts are graded: After all students submit the test, *and all attempts are graded*, results are made available. If one or more students do not submit an attempt, you must assign a grade of 0 so that all students can view the chosen results and feedback.

14. Scroll down to the “Test Presentation” area. The options available are:

- a. Presentation Mode:
  - i. All at once - The entire test is displayed on one screen. Students may have to scroll down to answer all questions.
  - ii. One at a time - Each question is displayed alone on the screen. Students controls going to the next question.
  - iii. Prohibit Backtracking - The setting is only used when questions are displayed one at a time. Students are not allowed to go back and change the answer to a question that has already been answered.

- b. Randomize Questions - Tests with multiple questions will display them in a random order to Students

15. Once you have finished selecting the test options, click the **Submit** button. Your test has been created.

**TEST PRESENTATION**

All at Once  
*Present the entire test on one screen.*

One at a Time  
*Present one question at a time.*

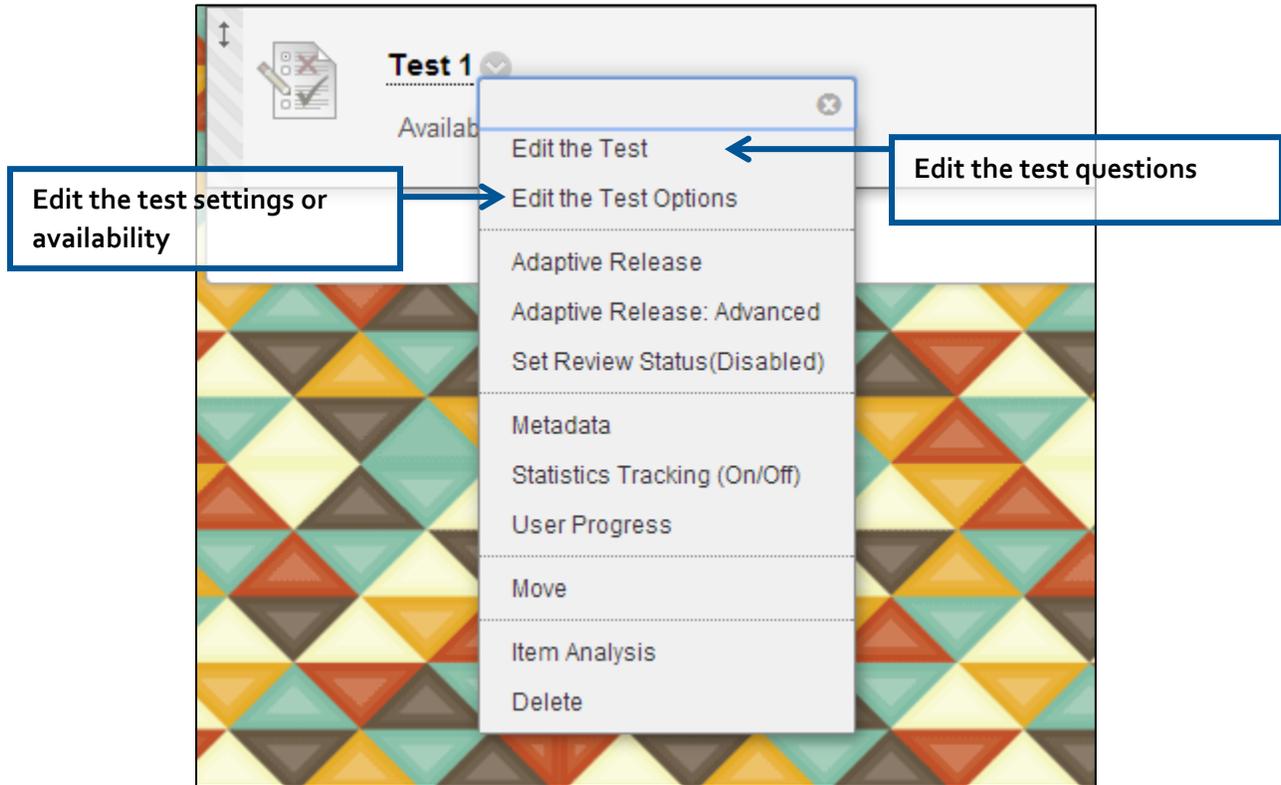
Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*

Randomize Questions  
*Randomize questions for each test attempt.*

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

Cancel Submit

16. To edit the test questions, click **Edit the Test**. To edit the settings for the test, click **Edit Test Options**.



For additional support, visit <http://uhd.edu/bbhelpform>