

Creating Tests in Blackboard

Overview

Instructors can use Blackboard's assessment tools to test student knowledge, measure student progress and gather information from students. The tools enable you to create online tests and surveys using different question types such as multiple-choice, opinion scale, True/False or short answer. You can provide students with immediate feedback on tests and automatically grade (objective-type questions) and record student test scores directly in the **Grade Center**. Blackboard allows you to share your assessments with colleagues and import test questions from other courses or your textbook publisher's test bank.

It is also possible to build tests and surveys offline (without an Internet connection) using other test creation software like the one provided by your textbook publisher.

This document contains information on how to create tests in Blackboard and how to make these tests available to your students.

Note: Creating surveys is similar to creating tests. We will refer to tests in this document, but most of these instructions also apply to surveys.

Creating Tests

1. Go to the **Control Panel** and select **Tests, Surveys, and Pools** under **Course Tools**.
2. On the **Tests, Surveys, and Pools** page, click on **Tests**.

The **Tests** page displays any existing tests and allows you to build new tests.

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools
 - Announcements
 - Blackboard Scholar®
 - Blogs
 - Collaboration
 - Course Calendar
 - Discussion Board
 - Glossary
 - Journals
 - Messages
 - Rubrics
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys, and Pools**
 - Wikis

Tests, Surveys, and Pools

- Tests
- Surveys
- Pools

- On the **Test Information** page, enter a name and description for your test. If desired, enter instructions for students taking the test. Click the **Submit** button to save the information.

Test Information

Enter a **Name** for the Test. This is a required field. The name is the title
[More Help](#)

* Indicates a required field.

1. TEST INFORMATION

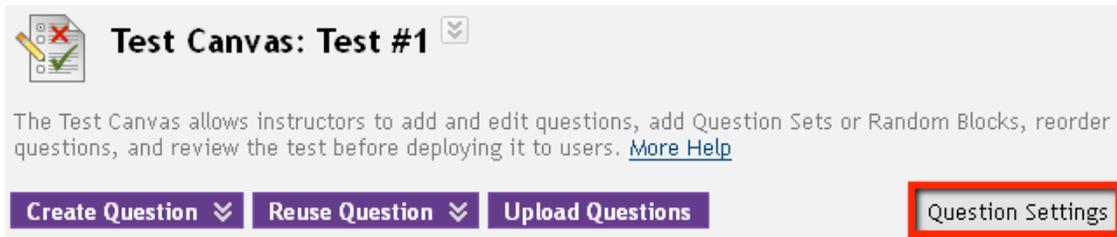
* Name

Description

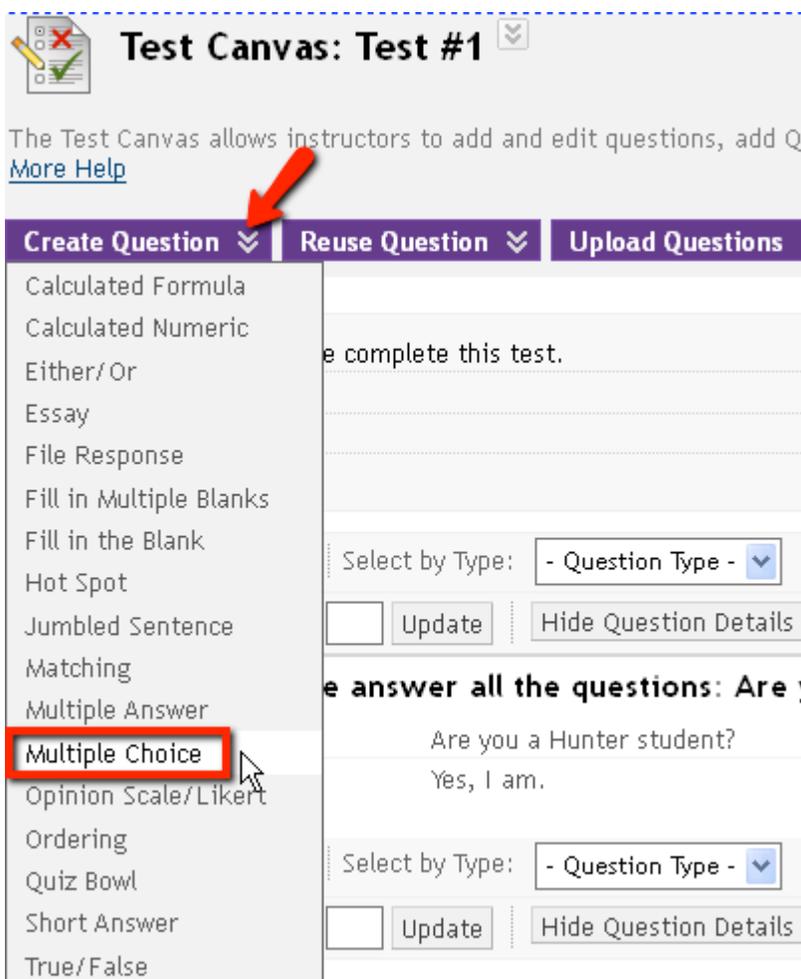
B
 I
 U
 abc

You will now see the **Test Canvas**, in which you create test questions.

Note: Before you create your test questions, you might want to review the **Question Settings** to change the pre-set options. By default you cannot add images, external links or individual feedback for each response, unless you change the options in **Question Settings**. For a more detailed explanation refer to the related document **Question Settings**.



4. Select a question type from the drop-down list and click the question type you wish to create. In this example we selected the **Multiple Choice** question from the list.



Note: There are many question types and a few options for drawing questions from other sources (i.e., question pools, tests and surveys created previously in Blackboard). Refer to the “Question Types” document for a full description.

5. A form with options specific to the type of question you selected will appear. While some question types are relatively simple, others require several steps to create a question – just follow the

instructions on the screen. Fill in the required information and click the **Submit** button to add the question to your test.

- You will see the question you just created on the **Test Canvas** page that appears after submission.



The screenshot shows a question titled "1. Multiple Choice: When was Hunter College established?: When was Hunter College established?". The question text is "When was Hunter College established?". The answer options are: 1. Hunter College, established in 1800.; 2. Hunter College, established in 1870. (This option is selected with a green checkmark); 3. Hunter College, established yesterday.; 4. Hunter College, established in 1900. The correct feedback is "Yes, you are correct!" and the incorrect feedback is "Incorrect, Hunter College was established in 1870." The question is worth 10 points.

- To create additional questions, repeat steps 4 and 5. When you are done adding questions, click the **OK** button to return to the **Test Manager**.

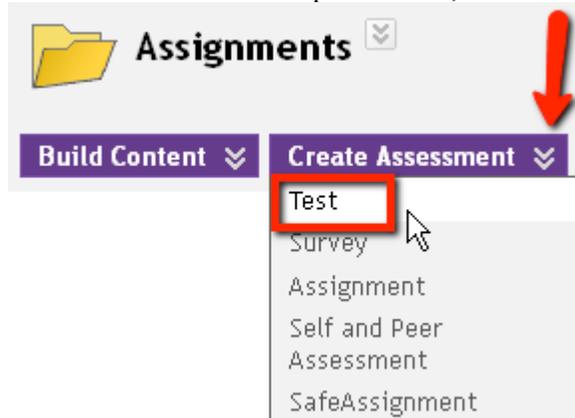
Making Tests Available to Students

Once you have created a test, there is a two-step process for making it available to students:

- you must create a link to it from a content area in your Blackboard course site, and
- you must modify the test options.

Creating a Link from a Content Area

- Go to **Content Area** in which you would like the test to appear. Click on the **Action Bar**, from the **Create Assessment** drop-down list, select **Test**.



The screenshot shows the Blackboard interface. At the top, there is a folder icon labeled "Assignments". Below it, there are two buttons: "Build Content" and "Create Assessment". The "Create Assessment" button is highlighted with a red box, and a red arrow points to it. A dropdown menu is open below the "Create Assessment" button, showing the following options: "Test", "Survey", "Assignment", "Self and Peer Assessment", and "SafeAssignment". The "Test" option is highlighted with a red box and a mouse cursor is pointing at it.

- Select the test you wish to display from the list that appears and click the **Submit** button.



Create Test

Creating a Test deploys the Test to a content area. Once a Test ha

1. ADD TEST

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

Create a New Test

Create

Add Test

-- Select Test Below --

Test #1

A confirmation page will display with a message that the test was added successfully, and the **Test Options** page will be displayed.

Test Options

Success: Test #1 created.



Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation.

The **Test Options** page allows you to:

- to modify the test information such as the test name and description
- to select how and when the test is made available to students
- to select what type of feedback students will see after completing the test
- to specify how the test is presented to students when they take it
- to determine how the test is treated in the **Grade Center**

Note: Students can review their tests results via the **My Grades** link on the navigation bar or by clicking on the test link in the content area. Refer to the “Reviewing Test Responses and Manually Grading Tests” for more information.

For more information about setting Test Options, please see the Test Options Document.

Created by Hunter College – ICIT Department