

Create a Test in Blackboard

1. Under the “Control Panel”, under the “Organization Tools” area, click the “Tests, Surveys, and Pools” link.



2. Next, click the “Tests” link.



3. Then, click the  button.

Blackboard Support Center

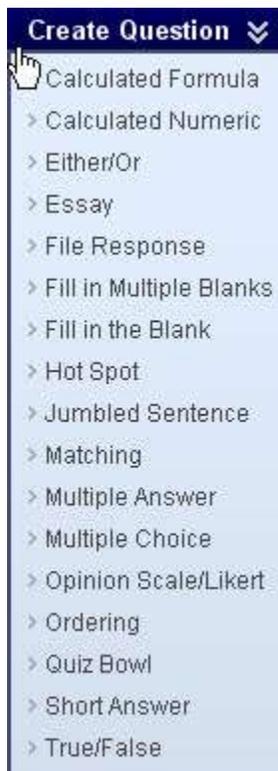
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4. Give the Test a name by typing in the “Name” text box area.

★ Name

5. Then type a Test description in the “Description” area and Test instructions in the “Instructions” area, then click the **Submit** button.

6. Next, you will need to create questions for the Test. To create a new question, click the “Create Question” button.



7. Choose what question type you want to use to create a new question and click that question type. Then follow the steps for that question type to create a new question. When creating a new

question you may click on the [More Help](#) link at the top of the page to learn more about that question type.

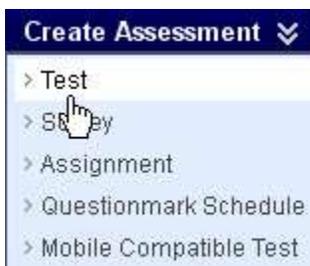
- Once you are done building the questions for the new Test, click the **OK** button on the lower right.
- Now you need to decide where you want to make the Test available in your course or organization and click on that button/link. **Note:** A Test can only be deployed in a Content Area.



- Then, click the "Create Assessment" button along the top row of buttons.



- Then click the "Test" link.



12. Select the Test you want to deploy under the “Add Test” area.



13. Then, click the **Submit** button.

14. Follow the Steps to enable or disable the various settings for the Test and then click the **Submit** button.

More information about the various Test settings.

Test Availability

Control the availability and security of the Test using these settings:

- **Make the Link Available** - Select **Yes** to allow students access to the Test. The default setting is **No**. To set a specific range of time when the Test is available, select **Yes** and then enter the dates and times of the range using the drop-down menus below.
- **Add a New Announcement for this Test:** Select **Yes** to add a new **Announcement** for the Test. The default setting is **No**. Announcements appear in the Course as well as the **My Course** module and the **My Announcements** module. If an Announcement has already been created for this Test, the date and time of the most recent Announcement will display.
- **Multiple attempts:** Allow Students to take the Test an unlimited number of times or a set number of times. Left unchecked, Students are allowed one attempt to take the Test.

- **Force Completion:** Students must complete the Test the first time it is launched. Students may not exit the Test and continue working on it at a later date. The **Save** button is available for Students to save Test answers as they work, but they may not exit and re-enter the Test. When enabled, Force Completion is explained to Students at the top of the Test.
- **Set Timer** - A timer displays to the Students during the Test.
- **Auto-Submit** - If a timer is set, turning Auto-Submit on will save and submit the assessment automatically when time expires. Leaving it off will give students the option to continue after time expires.
- **Password** - Set the password required to access the Test. Passwords are limited to 15 characters. Passwords are case sensitive.

Self-assessment Options

- **Include the test in Grade Center score calculations** - Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to Students to be used in Grade Center calculation. Self-Assessment Tests are generally not included in Grade Center calculations.
- **Hide the score of this test from the Grade Center** - Test scores are hidden in the Grade Center. Hiding the score does not hide the Test Column in the Grade Center. The Test Column will display to Instructors as Complete or Incomplete. This setting is most commonly used for Student Self-Assessments. Students can take Tests to reinforce learning without having the scores used in Grade Calculations.

Test Feedback

Test Feedback is available to Students after they complete a Test.

- **Score** - Shows the score the Student achieved out of points possible.
- **Submitted Answers:** Shows all the submitted answers.
- **Correct Answers** - Shows which answers the Student scored correctly and which were answered incorrectly.
- **Feedback** - Shows Instructor generated feedback messages for each question.

Test Presentation

Control the way the Test questions are presented to Students using these settings:

- **All at once** - The entire test is displayed on one screen. Students may have to scroll down to answer questions.
- **One at a time** - Each question is displayed alone on the screen. Students control going to the next question.
- **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.
- **Randomize Questions:** Tests with multiple questions will display them in a random order to Students. Different Students see the questions in a different order. The same Student will see questions in a different order when multiple attempts are permitted.