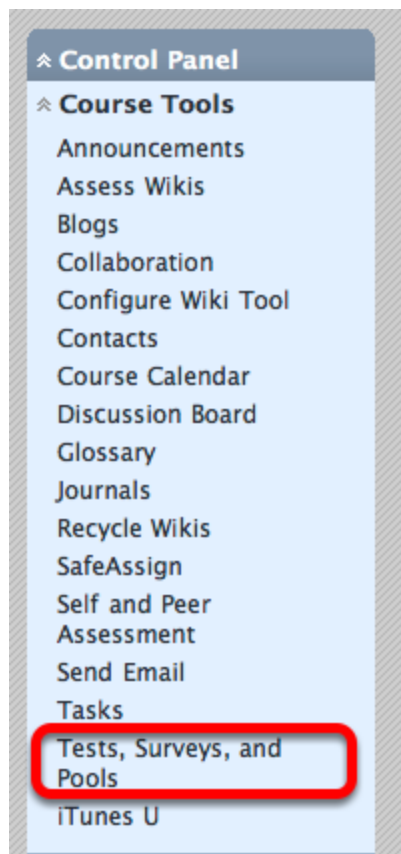


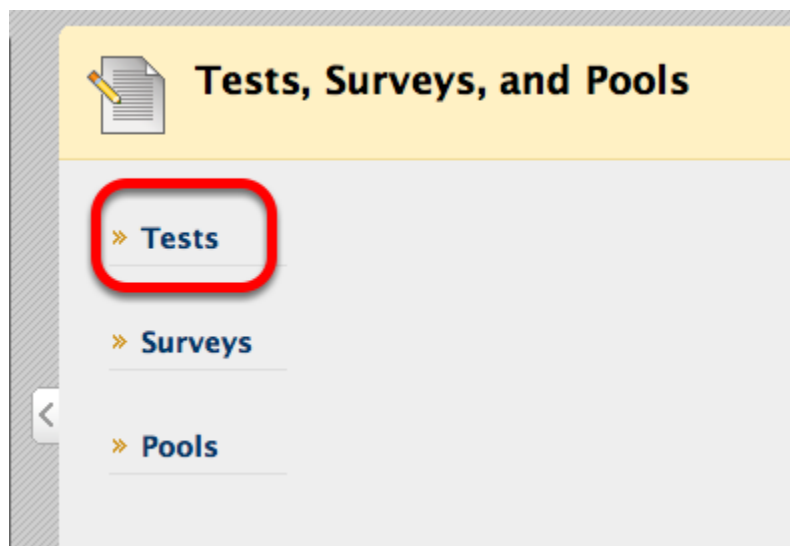
# Creating a Test

This lesson covers Test creation

## 1. In Control Panel, select Course Tools then select Tests, Surveys and Pools



## 2. Choose Tests



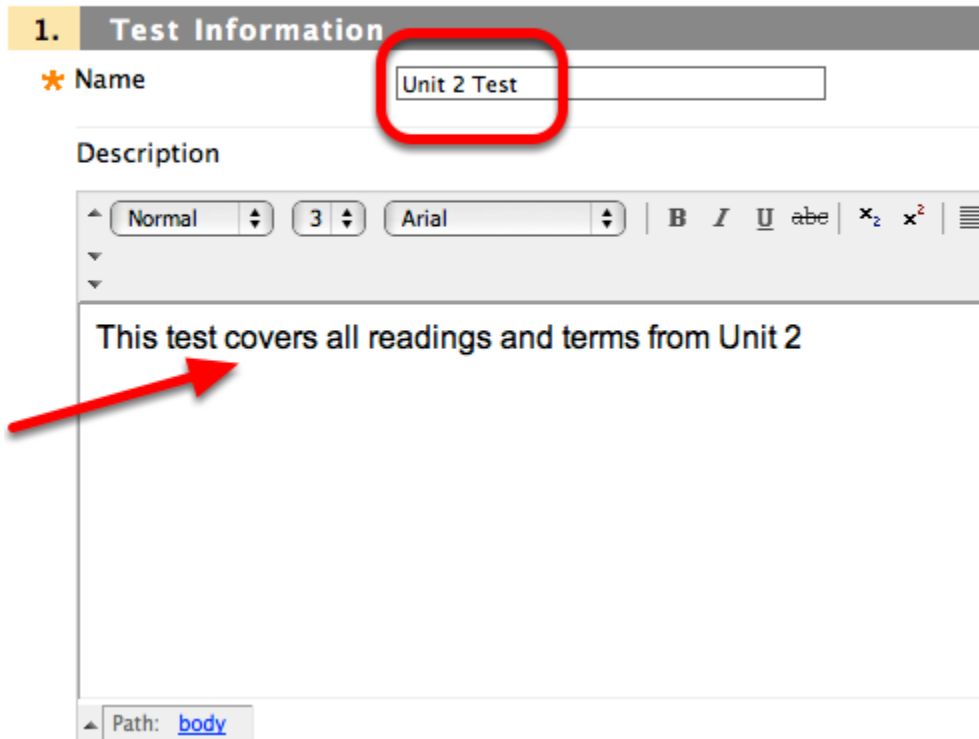
### 3. Choose Build Test if you are creating a new test



NOTE: You may import a previously used test that you exported from another Blackboard course.

### 4. Name the test and write a description

\* Indicates a required field.

A screenshot of the Blackboard 'Test Information' form. The form has a grey header with '1. Test Information'. Below the header, there is a 'Name' field with a red asterisk and a text input field containing 'Unit 2 Test'. Below the name field is a 'Description' field with a rich text editor. The rich text editor has a toolbar with options for 'Normal', '3', 'Arial', 'B', 'I', 'U', 'abc', 'x<sub>2</sub>', and 'x<sup>2</sup>'. The description text reads 'This test covers all readings and terms from Unit 2'. A red arrow points to the description text. At the bottom of the form, there is a 'Path' field with the value 'body'.

### 5. Type Instructions and click Submit

## Instructions

Visual Edi

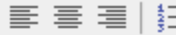
Normal

3

Arial

**B** *I* U  $\alpha\beta\epsilon$

$x_2$   $x^2$



You will have 45 minutes to complete this test once you begin it and are allowed only one attempt.



Path: [body](#) » [div](#)

2. **Submit**

Cancel

Submit

6. In the Test Canvas, choose Create Question and select the type of question to create. In this example we use Multiple Choice.

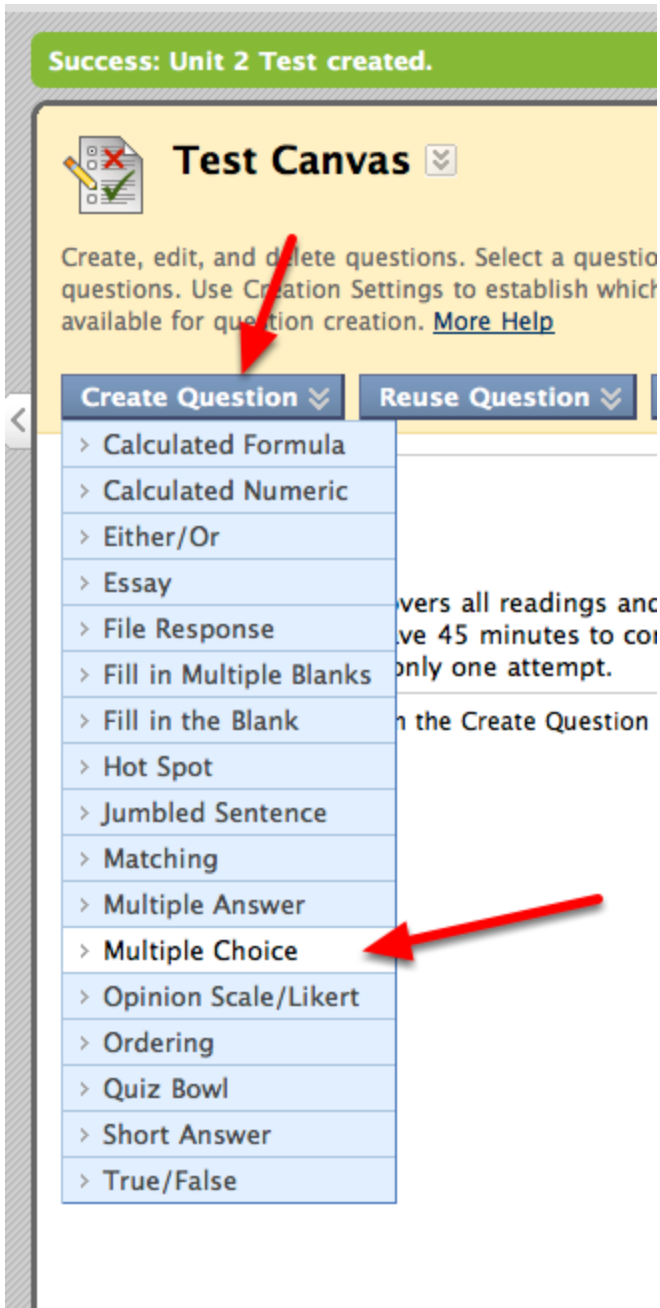
Success: Unit 2 Test created.

## Test Canvas

Create, edit, and delete questions. Select a question to edit. Use Creation Settings to establish which options are available for question creation. [More Help](#)

**Create Question** **Reuse Question**

- > 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



**NOTE:** You may choose **Reuse Questions** to choose a question from a previously created test. You may also choose **Upload Questions** if they are formatted correctly with tabs or commas. For instructions creating questions off-line and uploading them, **click Upload Questions then click More Help** in the paragraph under Upload Questions.

## 7. Enter the Question title and the actual Question

**Question**

Question Title

---

**\* Question Text**

Normal 3 Arial

☰ | ↔ | ☰ | ☰ | ☰ | ☰

📄 | 📄 | 📄 | 📄 | 📄 | 📄

Who invented the Internet?

## 8. Select your Options

**Options**

If partial credit is allowed, each incorrect answer can specify answer.

Answer Numbering

---

Answer Orientation

---

Allow Partial Credit

---

Show Answers in Random Order

**NOTE:** If selected, answers will appear in a random order, displaying a different order to each Student answering the question. Students whom take the test multiple times will also be presented with a random variation of the order of the answers.

## 9. Select the number of possible answers, and enter the Correct answers and the other choices, depending on question type

Number of Answers

---

Correct

Answer a.

Normal 3 Arial

✖<sup>2</sup> | ☰ | ☰ | ☰ | ↔ | ↔

Tim Berners-Lee

## 10. Type feedback if desired (not required)

### 4. Feedback

Enter feedback that will display in response to a question. Correct answers that are allowed, answers that are partially correct will not

Correct Response Feedback


Normal 3 A

Path: [body](#)



Incorrect Response Feedback

Normal 3 A



## 11. Select categories and keywords if desired (not required)

### Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword. Click **None** to access a complete list of existing entries.

Categories None

Topics None

Levels of Difficulty None

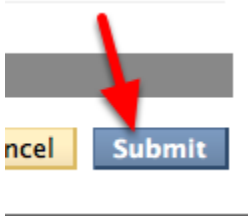
Keywords None

## 12. Add Optional Instructor Notes

## Instructor Notes

Instructor Notes

### 13. Click submit



### 14. The first question is now available

Description	This test includes all readings and terminology from unit 2.
Instructions	You will have 45 minutes to complete this test once you begin. You s
Total Questions	1
Total Points	10

Select: [All](#) [None](#) | Select by Type: - Question Type -

| Points  |  |

#### 1. Multiple Choice: Inventor: Who invented the Internet?

Question	Who invented the Internet?
Answer	<input checked="" type="checkbox"/> a. Tim Berners-Lee
	<input type="checkbox"/> b.
	<input type="checkbox"/> c. George Bush
	<input type="checkbox"/> d. Al Gore
	<input type="checkbox"/> e. Mark Zuckerberg

NOTE: the Default point value is 10 points per question. To change possible points awarded for answering questions correctly, use the check boxes to select one or more questions, type a number in the Points box, and click Update and Regrade. The new point value is applied to all

checked questions.

Alternatively, you can change the scoring for an individual question by clicking its current point value. A pop up allows you to edit the points, set the question as Extra Credit, or give Full Credit. Click Submit and Regrade to make your changes.

## 15. Select Create Question to add as Many Questions as necessary

Description	This test includes all readings
Instructions	You will have 45 minutes to cor
Total Questions	1
Total Points	10

Select: [All](#) [None](#) | Select by Type: - Question

Delete | Points:  | Update | Hide

1. Multiple Choice: Inventor: Who i

## 16. When complete, click OK on the bottom right

capability for synchr...  Points: 10

ronous online communication.

## 17. Your Test now appears under the Test section.





## Tests

Tests are a means of assessing student performance. [More Help](#)

[Build Test](#)

[Import Test](#)

Name	Deployed	Date Last Edited
Unit 2 Test <input type="button" value="v"/>	No	July 26, 2012 2:08 PM

Displaying 1 to 1 of 1 items

**NOTE:** To make the test available to students, you must [Deploy the Test](#).