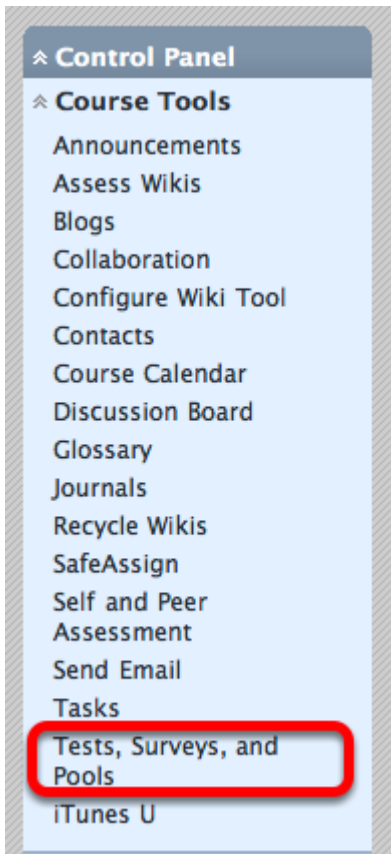


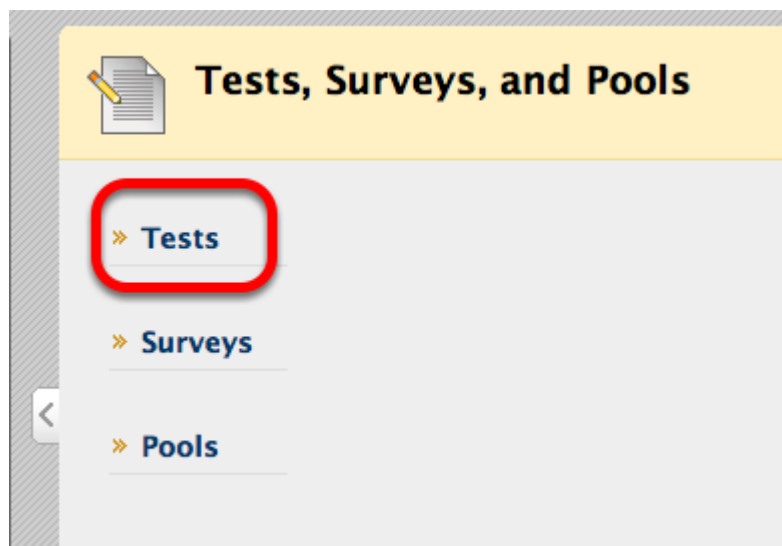
Creating a Test

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.

1. Test Information

* Name

Description

Normal 3 Arial B I U abc x₂ x²

This test covers all readings and terms from Unit 2

Path: [body](#)

5. Type Instructions and click Submit

Instructions

Visual Edi

Normal 3 Arial B I U abc x₂ x²

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

The image shows a screenshot of a test canvas editor. At the top, there is a title bar with the text "Instructions" on the left and "Visual Edi" on the right. Below the title bar is a rich text editor toolbar with options for "Normal", "3" (font size), "Arial" (font family), and various text formatting icons (bold, italic, underline, text color, background color, bulleted list, numbered list, indent). The main content area contains the text: "You will have 45 minutes to complete this test once you begin it and are allowed only one attempt." A red arrow points from the left side of the editor towards this text. Below the text area is a breadcrumb path: "Path: [body](#) » [div](#)". At the bottom of the editor, there is a dark grey bar with the text "2. Submit" on the left. To the right of this bar are two buttons: a yellow "Cancel" button and a blue "Submit" button. The "Submit" button is highlighted with a red rectangular box.

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 type. 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 Arial

Who invented the Internet?

8. Select your Options

Options

If partial credit is allowed, each incorrect answer can specify an 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 Arial

Tim Berners-Lee

10. Type feedback if desired (not required)

4. Feedback

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

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 existing entry to access a complete list of C

Categories None

Topics None

Levels of Difficulty None

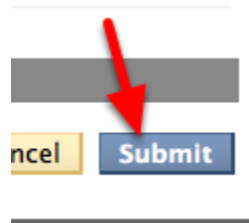
Keywords None

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 a
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
	b. George Bush
	c. Al Gore
	d. Mark Zucherburg

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.

OK

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	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](#).