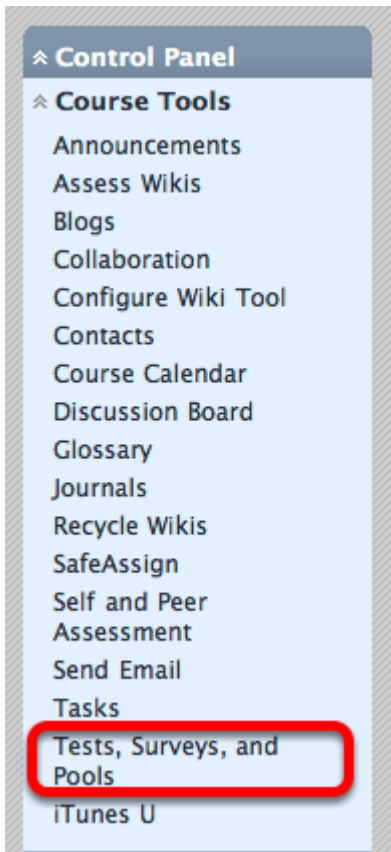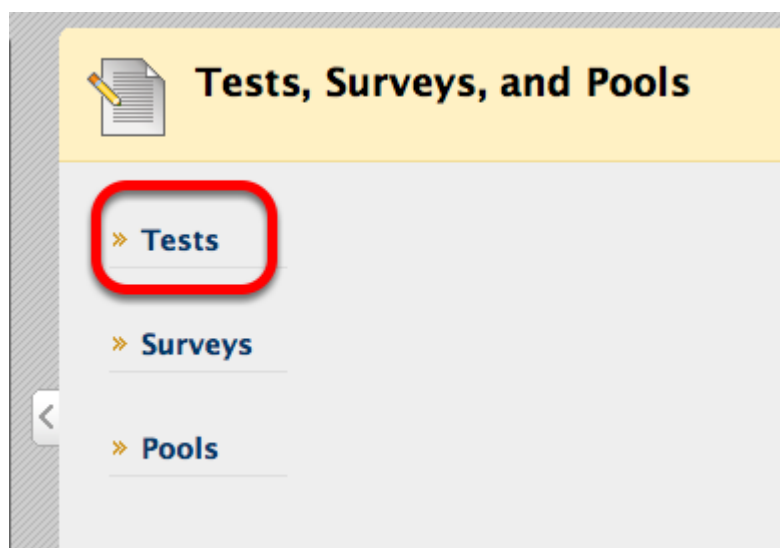# Creating a Test

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

5. Type Instructions and click Submit

6. In the Test Canvas, choose Create Question and select the type of question to create. In this example we use Multiple Choice.
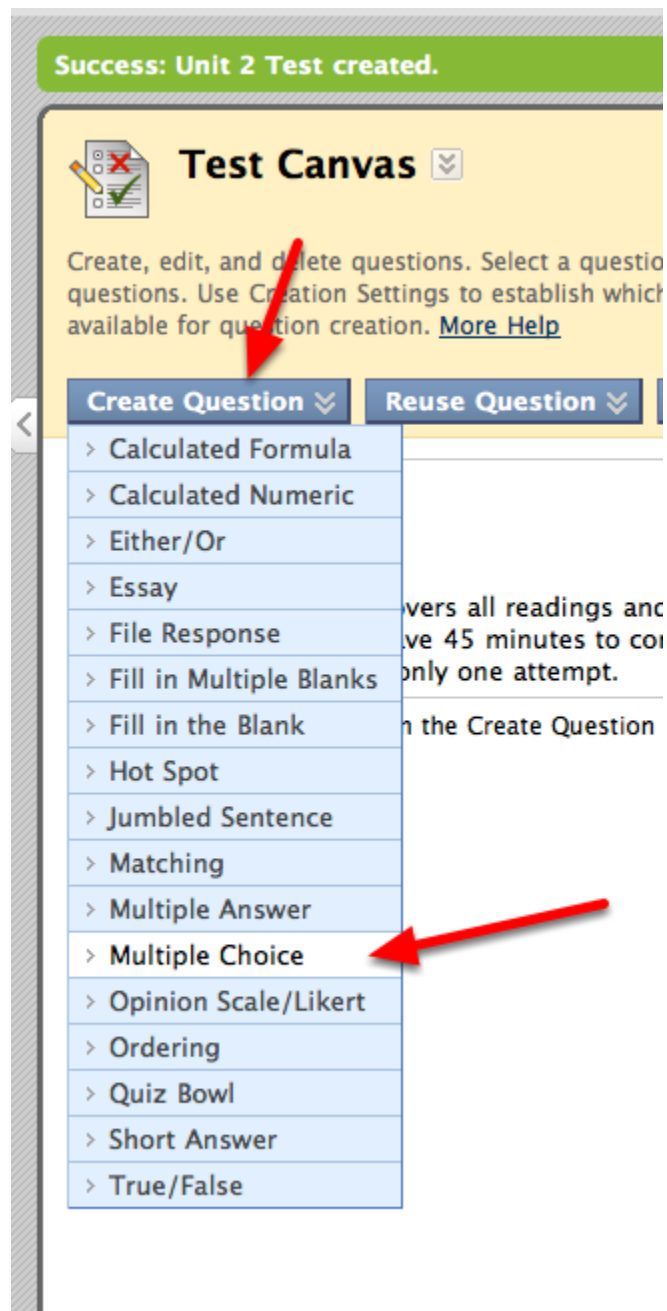
NOTE: You may choose **Reuse Questions** to choose a question from a previously created test.
You may also choose **Upload Questions** if they are formatted correctly with tabs or commas. For instructions creating questions off-line and uploading them, **click Upload Questions then click More Help** in the paragraph under Upload Questions.

7. Enter the Question title and the actual Question

Question

Question Title   Inventor

⭐ 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   Lowercase Letters (a, b, c)

Answer Orientation   Vertical

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   4

Correct

    ⦿   Answer a.

Normal   3   Arial

x^2

Tim Berners-Lee

10. Type feedback if desired (not required)

4. **Feedback**

Enter feedback that will display in response to a c...
is allowed, answers that are partially correct will r...

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
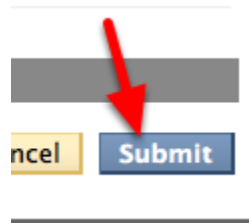existing entry to access a complete list of C

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

12. Add Optional Instructor Notes

Instructor Notes

Instructor Notes

13. Click submit

ncel   **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 -

Delete | Points [   ] Update | Hide Question Details

☐ **1. Multiple Choice: Inventor: Who invented the Internet?** ⌄

Question   Who invented the Internet?

Answer   ✓ 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

16. When complete, click OK on the bottom right

17. Your Test now appears under the Test section.

NOTE: To make the test available to students, you must Deploy the Test.