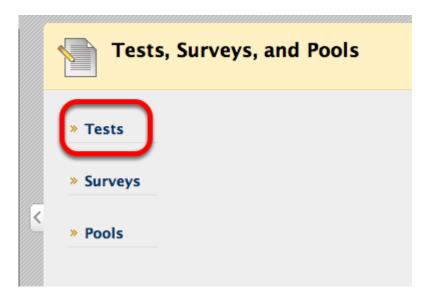
## **Creating a Test**

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 Unit 2 Test
	Description
	▲ Normal \$ 3 \$ Arial \$   B I ∐ abe   × <sub>2</sub> × <sup>2</sup>   ≣ ▼ ▼
	This test covers all readings and terms from Unit 2
	Path: body

5. Type Instructions and click Submit

Instructions Visual Edit
Normal
You will have 45 minutes to complete this test once you begin it and are allowed only one attempt.
▲ Path: <u>body</u> » <u>div</u>
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 questions. Use Creation Settings to establish which available for question creation. More Help         Create Question & Reuse Question &					
	> Calculated Formula	neuse Question V			
	> Calculated Numeric				
	> Either/Or				
	> Essay	_			
	> File Response	vers all readings and ve 45 minutes to cor			
	<ul> <li>Fill in Multiple Blanks</li> </ul>				
	<ul> <li>Fill in the Blank</li> </ul>	n the Create Question			
	> 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	Inventor
🜟 Question Text	
🔶 Normal 🛛 💟	3 💟 🛛 Arial
_ ≡   🖪, 💋	
* 🖻 🔳 🗗 🛛	à 🔊 🖻 🔀
Who invented the	e Internet?

## 8. Select your Options

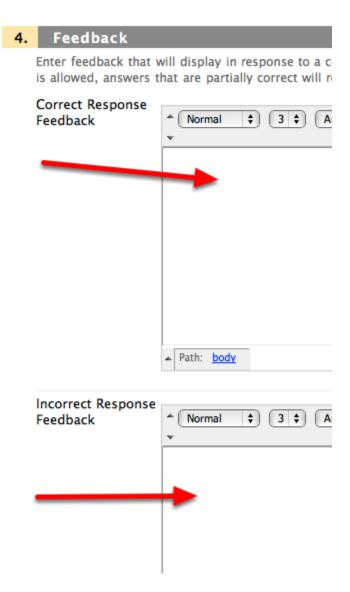
Options				
If partial credit is allowed, each incorrect answer can speci answer.				
Answer Numbering	Lowercase Letters (a, b, c) 🔽			
Answer Orientation	Vertical 💟			
Allow Partial Credit				
Show Answers in Random Order	$\checkmark$			

**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

Numbe	r of Answers 4
Correct	Answer a.
۲	Normal ☑ 3 ☑ Arial x <sup>2</sup>     = = =     ↓

10. Type feedback if desired (not required)



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

Categories ar	nd Keywords			
Click <b>Add</b> 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	Inst	truc	tor	Notes
------------------	------	------	-----	-------

Instructor Notes

13. Click submit



14. The first question is now available

Description	This test include	es 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: <u>All</u> Delete	None Select by T	
Delete		lpdate Hide Question Details
🔲 1. Multipl	le Choice: Inve	entor: Who invented the Internet? 🛛 😵
Qu	estion V	Vho invented the Internet?
Ar	nswer 🤇	уа.
		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

Cr	eate Question 💝 Reuse Question 💸 Up
	Description This test includes all readings
	Instructions You will have 45 minutes to cor
	Total Questions 1
	Total Points 10
	Select: <u>All None</u> Select by Type: - Questio
\$	🔲 1. Multiple Choice: Inventor: Who i

16. When complete, click OK on the bottom right

capability for synchr 😵	Points: 10
ronous online communication.	
)etails	
	ОК
	ок

17. Your Test now appears under the Test section.

Tests				
Tests are a means of as	sessing student perfor	nance. <u>More Help</u>		
Build Test Imp	ort Test			
Name		loved	Date Last Edited	
Unit 2 Test 🛛 😵	No		July 26, 2012 2:08 PM	

Displaying 1 to 1 of 1 items

100

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