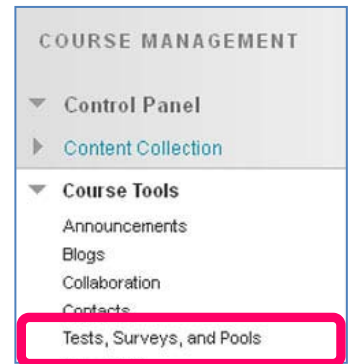


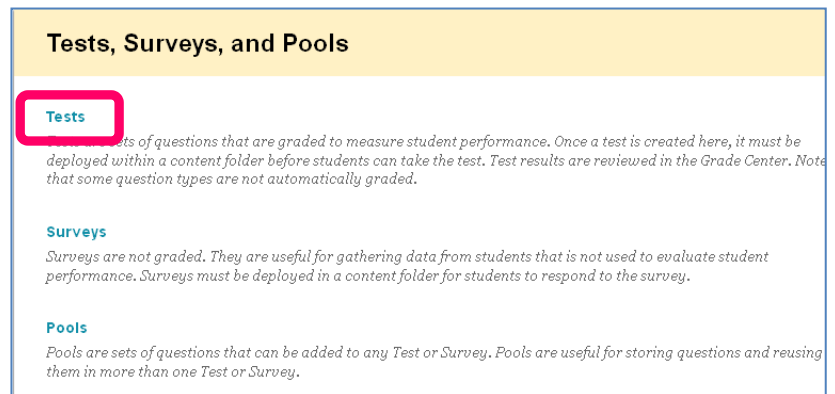
Creating a Test

Blackboard's assessment tools allow you to create tests and surveys that automatically become an item in your Grade Center. Students complete these assessments and submit them through Blackboard. In this tutorial you will learn how to navigate to Tests, Surveys, and Pools to create a test.

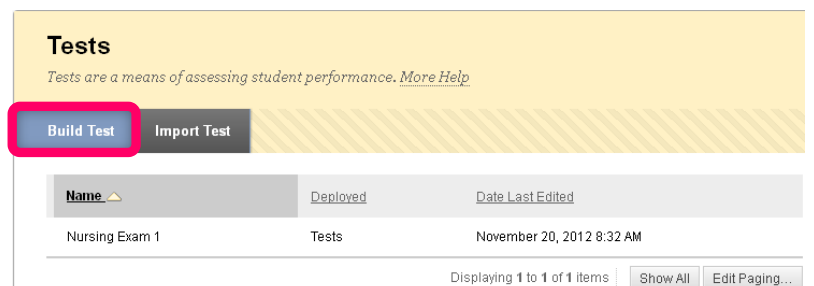
1. Scroll down to the **CONTROL PANEL** and click on **COURSE TOOLS**. From the Course Tools menu, select **TEST, SURVEYS, AND POOLS**.



2. On the **TESTS, SURVEYS, AND POOLS** main menu page, click **TESTS**.

A screenshot of the 'Tests, Surveys, and Pools' main menu page. The title 'Tests, Surveys, and Pools' is at the top. Below the title are three sections: 'Tests', 'Surveys', and 'Pools'. The 'Tests' section is highlighted with a red rectangular box. The 'Tests' section contains the following text: 'Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.'

3. On the **TESTS** page click the **BUILD TEST** button.

A screenshot of the 'Tests' page. The title 'Tests' is at the top. Below the title is a subtitle: 'Tests are a means of assessing student performance. [More Help](#)'. Below the subtitle are two buttons: 'Build Test' and 'Import Test'. The 'Build Test' button is highlighted with a red rectangular box. Below the buttons is a table with the following data:

Name ▲	Deployed	Date Last Edited
Nursing Exam 1	Tests	November 20, 2012 8:32 AM

At the bottom right of the table, there is a pagination control: 'Displaying 1 to 1 of 1 items | Show All | Edit Paging...'

4. On the **TEST INFORMATION** page, enter a **name**, a **description**, and **instructions** in the text boxes provided.

Click **SUBMIT** to continue.

Test Information
Enter a *Name* for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

Cancel Submit

1. **Test Information**

* Name

Description

Normal 3 Arial B I U

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi congue tristique metus a auctor. In ligula placerat at, malesuada congue nisl. Proin id felis eros, vitae iaculis felis.

Path: [body](#)

Save as Reusable Object

Instructions

Normal 3 Arial B I U

Placeholder text: Quisque mi leo, porta nec porttitor non, consectetur et nunc. Ut tempor mollis velit at sagittis. Nunc vestibulum lobortis pretium. Suspendisse sed posuere dolor.

Path: [body](#)

Save as Reusable Object

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Callout: Give test a NAME, DESCRIPTION, and INSTRUCTIONS

5. On the **TEST CANVAS** page, mouse over the **CREATE QUESTION** button and select a question. For the purposes of this tutorial, select Multiple Choice.

Test Canvas: Test 1
The Test Canvas allows you to edit questions, add questions, or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question Reusable Question Settings

Roll your mouse over the **CREATE QUESTION** menu and select a question format

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

Placeholder text: sit amet, consectetur adipiscing elit. Morbi congue tristique metus a auctor. In ligula placerat at, malesuada congue nisl. Proin id felis eros, vitae iaculis felis.

Placeholder text: porta nec porttitor non, consectetur et nunc. Ut tempor mollis velit at sagittis. Nunc vestibulum lobortis pretium. Suspendisse sed posuere dolor.

Placeholder text: te Question drop-down list.

To customize your question settings, click this button. Here, you can enable partial credit, extra credit, allow questions or answers with embedded images, and more.

6. On the **CREATE/EDIT QUESTION** page, fill out the following sections:

Question: Enter your question text in the text-editor.

Create/Edit Multiple Choice Question
Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 20 answers can be added to the question. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Question

Question Title

* Question Text

Normal 3 Arial B I U abc x₂ x² Direction right to left

Which is the most popular definition of psychology as a science?

Path: body > div

Options: Select the numbering format and answer orientation format you would like to apply to the question.

Depending on your test's Question Settings, you may see options for enabling partial credit or having answers appear in random order.

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

Answers: Select the number of answers from the drop down menu. Then, enter the text for your answer choices in the textboxes provided.

Be sure to designate the correct answer by clicking on the radio button to the left of the appropriate answer box.

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct Answer A. Psychology is the science of the mind. Remove

Answer B. Remove

Indicate correct answer

Choose number of answers

Normal 3 Arial B I U abc x₂ x²

Path: body > div

Feedback: Type feedback for correct and incorrect responses to the question in the textboxes provided.

4. **Feedback**

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

Correct Response Feedback

Correct!

Path: [body](#)

Incorrect Response Feedback

Sorry, that is not the best answer.

- When you are done building a question, click the **SUBMIT** button to finish adding your question.
- You will be returned to the **TEST CANVAS** page. While in the Test Canvas, you can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented.

QUESTION NUMBERING - Automatically calculated according to question sequence on test canvas.

To reorder/renumber questions, click and drag your questions into the order in which you would like them to appear.

Test Canvas: Test 1

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Question Settings

Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Instructions	Quisque mi leo, porta nec porttitor, vestibulum lobortis pretium. Suspendisse potenti. Nullam euismod, nunc ipsum auctor. In ligula, sed euismod nunc. Sed euismod nunc. Sed euismod nunc.
Total Questions	4
Total Points	20

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

Delete Points Update Hide Question Details

1. **Multiple Choice: Which is the most popular definition ...** Points:

Question	Answer
Which is the most popular definition of psychology as a science?	A.
	<input checked="" type="checkbox"/> Psychology is the science of the mind.
	B.

ASSIGNING POINTS TO MULTIPLE QUESTIONS - Use the SELECT ALL link, type a value in the POINTS box, and click the UPDATE button.

INDIVIDUAL POINT VALUES - Can be assigned to individual questions by clicking on the Points text-box and entering a numeric value.

9. When you are done making your test, click the **OK** button at the bottom of the page.

**When you are ready to deploy your test so students may take it, please see the
“Making Your Test Available” tutorial.**