

Creating a Test



Blackboard Learn

Blackboard's assessment tools allow you to create tests 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**.
3. On the **TESTS** page click the **BUILD TEST** button.
4. On the **TEST INFORMATION** page, enter a **name**, a **description**, and **instructions** in the given text boxes provided. Click **SUBMIT** to continue.
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.

The screenshot shows the 'Test Canvas: Test 1' interface. At the top, there are four buttons: 'Create Question' (highlighted in green), 'Reuse Question', 'Upload Questions', and 'Question Settings'. The 'Create Question' dropdown menu is open, listing various question types: 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, and True/False. The main content area of the canvas is empty, displaying the message: 'This test has no questions! Create questions or add questions from other resources.' There is also some placeholder text in the background: 'iam. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo. e vitae dicta sunt explicabo. Qui officia deserunt mollit anim id est laborum. Corrupti quos dolores et quas molestias caecati.'

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

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

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.

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.

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

The screenshot shows the 'QUESTION' section of the interface. It includes a 'Question Title' field, a 'Question Text' editor with a toolbar (font: Arial, size: 12pt), and a text area containing the question: 'How does Harry first learn that he is a wizard?'. Below the question text is a 'Path' field with 'p' and a 'Words:10' indicator. The 'OPTIONS' section below contains: 'Answer Numbering' set to 'None', 'Answer Orientation' set to 'Vertical', 'Allow Partial Credit' (unchecked), and 'Show Answers in Random Order' (unchecked).

The screenshot shows the 'ANSWERS' section. It starts with a 'Number of Answers' dropdown set to '3'. Under 'Correct', there are three radio buttons. The first is selected. Each answer has a text editor with a toolbar. Answer 1: 'The Dursleys tell him when he is eight.' (Words:8). Answer 2: 'Hagrid has to track him down to tell him.' (Words:9). Answer 3: 'He reads about it in the Daily Prophet.' Each answer editor has a 'Remove' button to its right.

The screenshot shows the 'FEEDBACK' section. It has a 'Correct Response Feedback' text editor with a toolbar. The text in the editor is: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).'. Below the editor is a 'Path' field with 'p' and a 'Words:2' indicator.

7. 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.

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

You will be taken to back to the Tests page.

The test will be added to your list of tests; note that it is NOT deployed yet and can be edited through the context menu controls if desired.

If you are ready to make the test available to students within a Content Area in the course menu, [see these instructions](#).