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.

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 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**.
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.

7. When you are done building a question, click the **SUBMIT** button to finish adding your question.

8. 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.

**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.

**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.
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.