Creating Tests in Blackboard

Overview

Instructors can use Blackboard’s assessment tools to test student knowledge, measure student progress and gather information from students. The tools enable you to create online tests and surveys using different question types such as multiple-choice, opinion scale, True/False or short answer. You can provide students with immediate feedback on tests and automatically grade (objective-type questions) and record student test scores directly in the Grade Center. Blackboard allows you to share your assessments with colleagues and import test questions from other courses or your textbook publisher’s test bank.

It is also possible to build tests and surveys offline (without an Internet connection) using other test creation software like the one provided by your textbook publisher.

This document contains information on how to create tests in Blackboard and how to make these tests available to your students.

Note: Creating surveys is similar to creating tests. We will refer to tests in this document, but most of these instructions also apply to surveys.

Creating Tests


The Tests page displays any existing tests and allows you to build new tests.
3. On the **Test Information** page, enter a name and description for your test. If desired, enter instructions for students taking the test. Click the **Submit** button to save the information.

![Test Information](image)

Enter a **Name** for the Test. This is a required field. The name is the title.

* Indicates a required field.

### 1. Test Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Description</td>
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You will now see the Test Canvas, in which you create test questions.

**Note:** Before you create your test questions, you might want to review the Question Settings to change the pre-set options. By default you cannot add images, external links or individual feedback for each response, unless you change the options in Question Settings. For a more detailed explanation refer to the related document Question Settings.

4. Select a question type from the drop-down list and click the question type you wish to create. In this example we selected the Multiple Choice question from the list.

5. A form with options specific to the type of question you selected will appear. While some question types are relatively simple, others require several steps to create a question – just follow the
instructions on the screen. Fill in the required information and click the **Submit** button to add the question to your test.

6. You will see the question you just created on the **Test Canvas** page that appears after submission.

7. To create additional questions, repeat steps 4 and 5. When you are done adding questions, click the **OK** button to return to the **Test Manager**.

### Making Tests Available to Students

Once you have created a test, there is a two-step process for making it available to students:

- you must create a link to it from a content area in your Blackboard course site, and
- you must modify the test options.

#### Creating a Link from a Content Area

1. Go to **Content Area** in which you would like the test to appear. Click on the **Action Bar**, from the **Create Assessment** drop-down list, select **Test**.

   ![Creating a Link from Content Area](image)

2. Select the test you wish to display from the list that appears and click the **Submit** button.
Create Test

Creating a Test deploys the Test to a content area. Once a Test has been created, the Test Options page will be displayed.

Test Options

The Test Options page allows you to:
- modify the test information such as the test name and description
- select how and when the test is made available to students
- select what type of feedback students will see after completing the test
- specify how the test is presented to students when they take it
- determine how the test is treated in the Grade Center

Note: Students can review their tests results via the My Grades link on the navigation bar or by clicking on the test link in the content area. Refer to the “Reviewing Test Responses and Manually Grading Tests” for more information.

For more information about setting Test Options, please see the Test Options Document.