# Blackboard "How To's" **Bb**

## Creating a Test

| To create a test: | |
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| Click on **Course Tools** under **Course Management**, and select **Tests, Surveys, and Pools.** | **Course Tools** <br> Announcements <br> Attendance <br> Blogs <br> Contacts <br> Course Calendar <br> Date Management <br> Discussion Board <br> Glossary <br> Goal Performance <br> Journals <br> Mobile Compatible Te <br> Rubrics <br> SafeAssign <br> Self and Peer Assessm <br> Send Email <br> Tasks <br> Tests, Surveys, and Po <br> Unenroll Tool <br> Wikis |
| Click on **Tests.** | **Tests** <br> *Tests are sets of qu* <br> *graded.* <br> **Surveys** <br> *Surveys are not gr* <br> **Pools** <br> *Pools are sets of qu* |
| Click on **Build Tests**. | **Build Test**    **Import Test** |

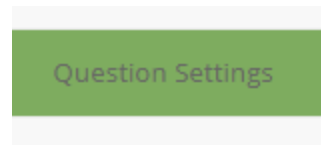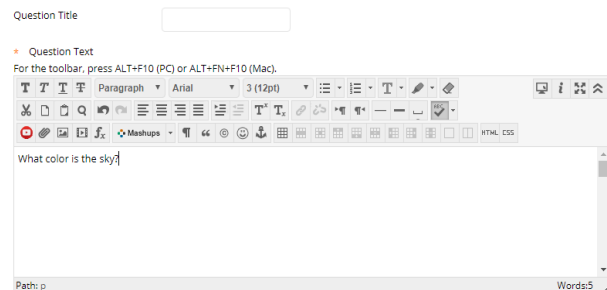| | |
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| Type the name of your test in the **Name** field. Optionally, type a description of the test and instructions. | **TEST INFORMATION**<br><br>* Name: Chapter 3 Test<br><br>Description<br>For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).<br><br>Chapter 3 Test- American Revolution<br><br>Path: p / Words:5 |
| Click **Submit**. | Cancel · Submit |
| Click on **Question Settings** in the top right corner to select the options that you would like displayed for the answers and feedback well as how the answers are displayed. Press **Submit.** *Note: This is how you allow images to be displayed as answer choices.* | Question Settings |
| You can create a question, reuse a question, or upload a question. To create a new question hover over **Create Question** and select which type of question you want to create. For this example, we will choose a multiple-choice question. | Create Question ⌄   Reuse Question ⌄   Upload Questions |
| You can name the question by typing in the **Question Title** field. This is not a required field. Type the question in the **Question Text** field. | Question Title<br><br>* Question Text<br>For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).<br><br>What color is the sky?<br><br>Path: p / Words:5 |

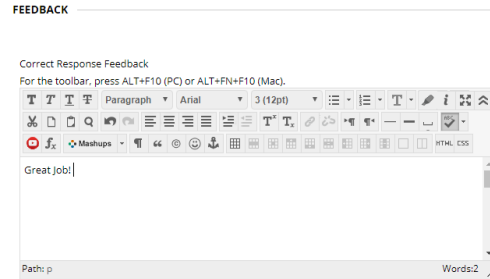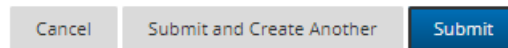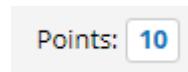| | |
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| In the **Options** section, you can edit the following:<br><br>• **Answer Numbering** allows you to decide how or if you want your answer selections to be labeled.<br>• **Answer Orientation** allows you to decide if you want the answer selections to appear vertical or horizontal.<br>• **Allow Partial Credit** allows you to decide to give the student partial credit if there is more than one correct answer.<br><br>**Show answers in Random Order** allows you to decide if the answers will appear in a different order for each user. | Answer Numbering    None ▼<br><br>Answer Orientation    Vertical ▼<br><br>Allow Partial Credit    ☐<br><br>Show Answers in Random Order    ☐ |
| **Number of Answers** allows you to decide how many answer sections you want to provide for the question. The default is 4. | **ANSWERS**<br><br>Number of Answers    4 ▼ |
| Begin typing your answer selections.<br><br>• Make sure you have selected the correct answer by selecting the dot next to either Answer 1, Answer 2, etc.<br><br>If you type the correct answer each time in the Answer 1 field, you will want to make sure that you chose the **Show Answers in Random Order** button shown in a later step. | Correct<br>   Answer 1.<br>For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).<br><br>Blue<br><br>Path: p     Words:1 |

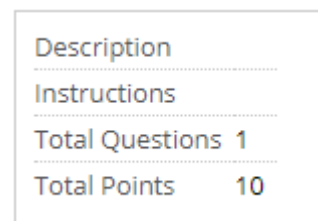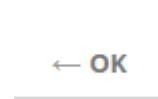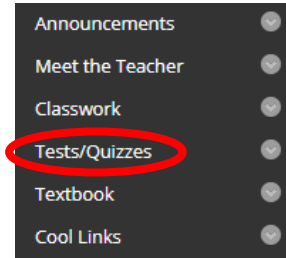| | |
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| You can choose to give feedback for correct and incorrect responses by typing in the fields, but these are optional. |  |
| Click **Submit** if you are finished creating multiple-choice questions and want to create a different type of question or click **Submit and Create Another** if you want to create another multiple-choice question. Repeat steps above to continue adding questions. |  |
| Once you have finished adding questions, you will need to input how many points each question is worth. |  |
| The box at the top of the page will update the total points as you update each question's point value. |  |
| Once you are finished updating point values, scroll all the way down to the bottom of the page and click **OK**. |  |

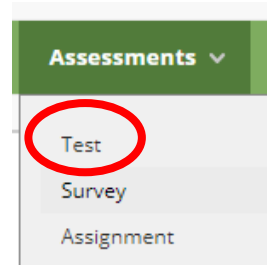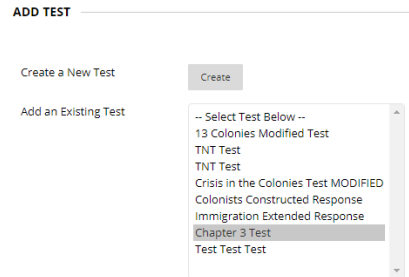| **To make the test available:** | |
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| Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot. | Edit Mode is: ON |
| Click on the menu button you want the test to appear. | Announcements<br>Meet the Teacher<br>Classwork<br>Tests/Quizzes<br>Textbook<br>Cool Links |
| Hover over **Assessments** and select **Test.** | Assessments ∨<br>Test<br>Survey<br>Assignment |
| Click on the test you created then click **Submit**. | ADD TEST<br>Create a New Test — Create<br>Add an Existing Test — -- Select Test Below --<br>13 Colonies Modified Test<br>TNT Test<br>TNT Test<br>Crisis in the Colonies Test MODIFIED<br>Colonists Constructed Response<br>Immigration Extended Response<br>Chapter 3 Test<br>Test Test Test |
| The **Test Information** will appear, and you can verify the test name, the description, and make changes as needed. | TEST INFORMATION<br>★ Name — Test<br>Choose Color of Name — Black<br>Content Link Description |

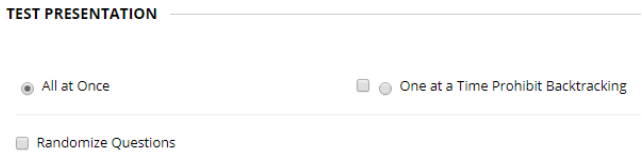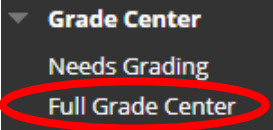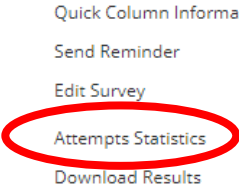| | |
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| Test Availability<br><br>• If you choose **Yes** for **Make available to students,** the link will be available to students to start the test immediately.<br>• If you keep it as **No** because you are not ready for the students to see the test, you will have to come back later and edit this option when you are ready to make the test available.<br>• By selecting **Force Completion,** students will have to finish the test in the same session in which they began.<br>• By selecting **Set Timer**, you can time your test.<br>• You can choose a **start and end date** and time for your test to be available to students.<br>• You can assign a **password** to the test so that the students can only access the test with the password. | **TEST AVAILABILITY**<br><br>Make available to students ○ Yes ● No<br><br>Add a new announcement for this test ○ Yes ● No<br><br>☐ Multiple Attempts<br>○ Allow Unlimited Attempts<br>○ Number of Attempts<br><br>Score attempts using [ Last Graded Attempt ▼ ]<br><br>☐ Force Completion<br>*Once started, this test must be completed in one sitting.*<br><br>☐ Set Timer<br>*Set expected completion time. Selecting this option also records completion t*<br>[ 60 ] Minutes<br>Auto-Submit<br>● OFF ○ ON<br>*OFF: The user is given the option to continue after time expires.*<br>*ON: Test will save and submit automatically when time expires.*<br><br>☐ Display After 12/14/2018 📅 12:26 PM 🕐<br>*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*<br>☐ Display Until 12/14/2018 📅 12:27 PM 🕐<br>*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*<br><br>☐ Password [ ]<br>*Require a password to access this test.* |
| **Test Availability Exceptions** allows you to exempt a user or group from timer and force completion. | Add User or Group |
| You can choose to assign a **due date**. You can choose to not show the grade to the student. | ☐ Due Date [ ] 📅 [ ] 🕐<br>☐ Do not allow students to start the Test if the due date has passed. |
| You can manipulate how and if you want the students to be able to view their answers and feedback. | WHEN ⓘ | SCORE PER QUESTION ⓘ | ANSWERS ⓘ | FEEDBACK ⓘ | SHOW INCORRECT QUESTIONS ⓘ<br>After Submission ▼ ☑ ☐ All Answers ☐ Correct ☐ Submitted ☐ ☐<br>----Choose---- ▼ ☐ ☐ All Answers ☐ Correct ☐ Submitted ☐ ☐ |

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| You can choose whether you want the questions to appear **All at Once** or **One at a Time.** By selecting **Randomize Questions**, you can choose to have the questions appear in a different order for each user. | **TEST PRESENTATION**<br><br>⦿ All at Once        ☐ ⦾ One at a Time Prohibit Backtracking<br><br>☐ Randomize Questions |
| Click **Submit**. | Cancel    Submit |
| **To view survey results:** | |
| Click on **Grade Center** under **Course Management** and select **Full Grade Center** to see all students' responses to all assessments. | ▼ **Grade Center**<br> **Needs Grading**<br> **Full Grade Center** |
| Click on the drop-down arrows next to the survey title. Click on **Attempt Statistics** to view the results. | Quick Column Information<br>Send Reminder<br>Edit Survey<br>Attempts Statistics<br>Download Results |