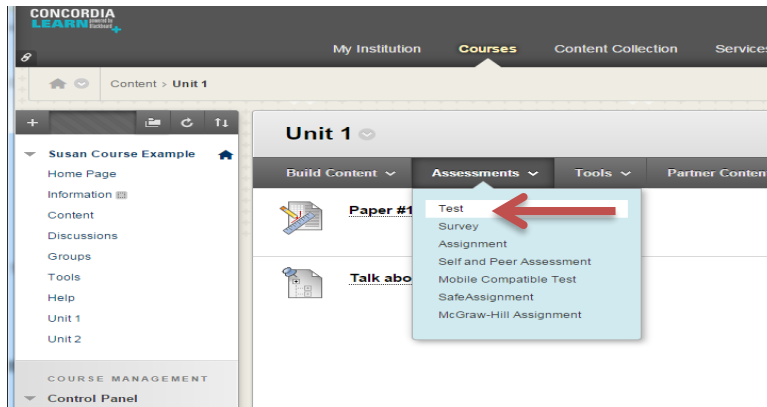


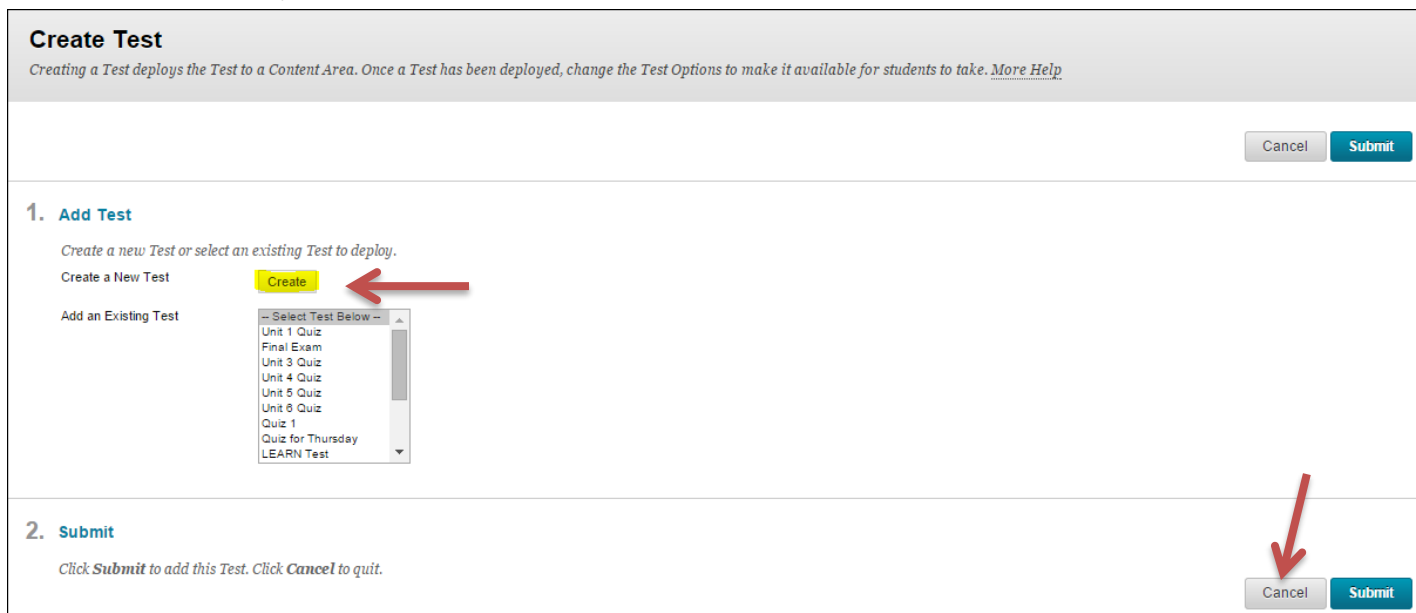
# Blackboard Tests

## 1. Create an Assessment (Test)

- a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.



- b. Click on Create, then Submit.



c. Enter a name of the test. Enter an optional description and instructions. Click Submit when finished.

**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.

1. Test Information

\* Name

Description

Path: p Words: 0

Instructions

Path: p Words: 0

2. Submit

*Click Submit to proceed. Click Cancel to quit.*

Cancel Submit

d. You've now created an assessment. Now questions need to be added.

More Help'. A navigation bar contains 'Create Question', 'Reuse Question', and 'Upload Questions' buttons. A summary box shows 'Description', 'Instructions', 'Total Questions 0', and 'Total Points 0'. A large arrow points from the summary box to a message that says 'This test has no questions! Create questions on the fly or add questions from other resources.'"/>

Success: Test 1 created.

**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 Upload Questions

Description  
Instructions  
Total Questions 0  
Total Points 0

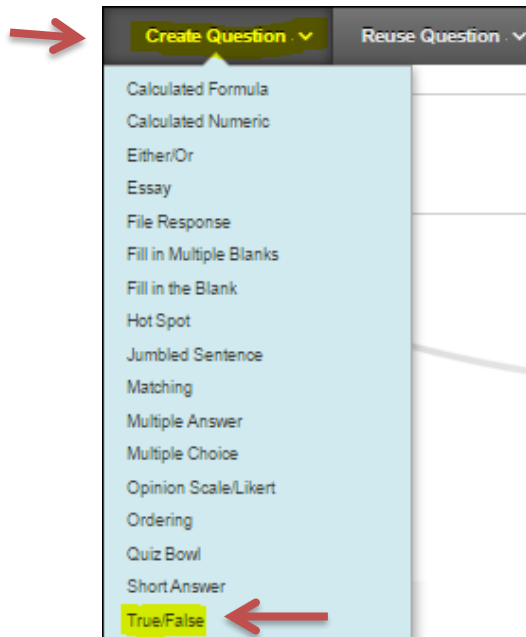
This test has no questions!  
Create questions on the fly or add questions from other resources.

\*\*\*Refer to the next page for step-by-step instructions to create various types of test questions.\*\*\*

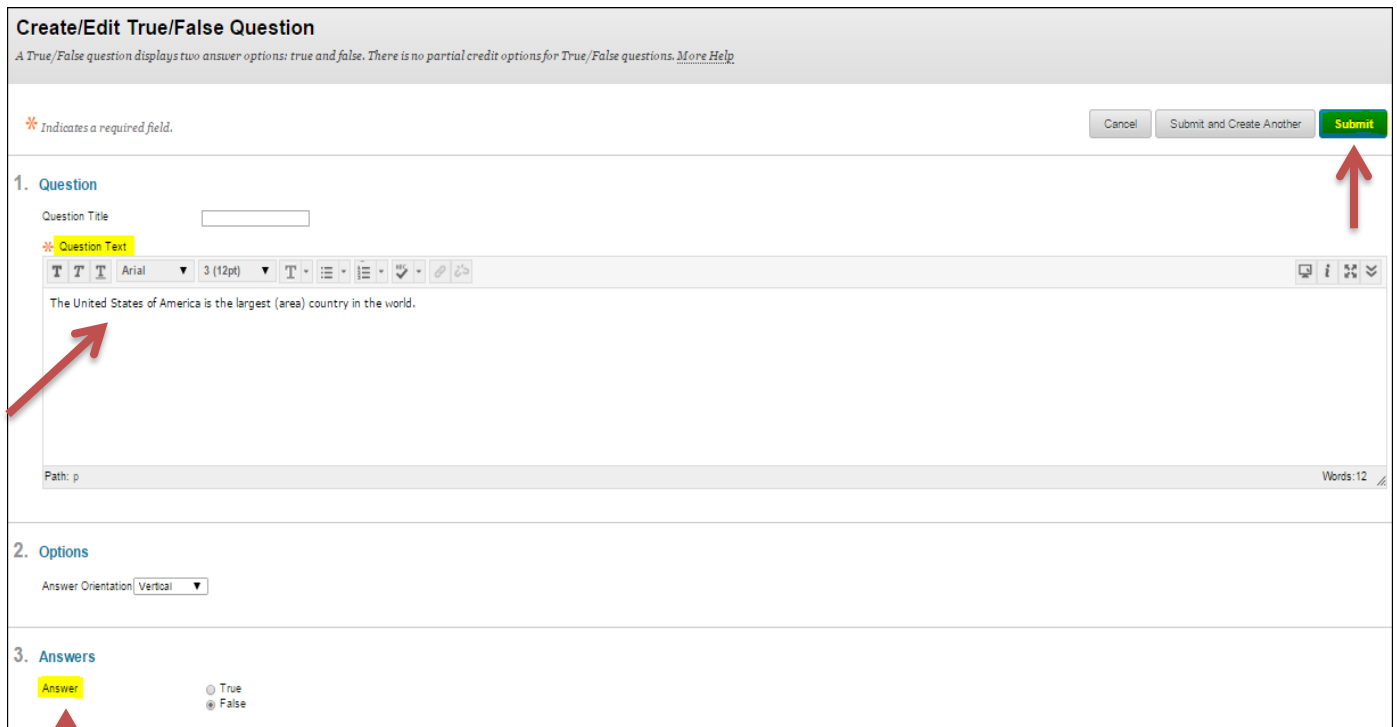
## 2. Question Types

### a. True/False

i. To add a true/false question, select Create Question and choose True/False.



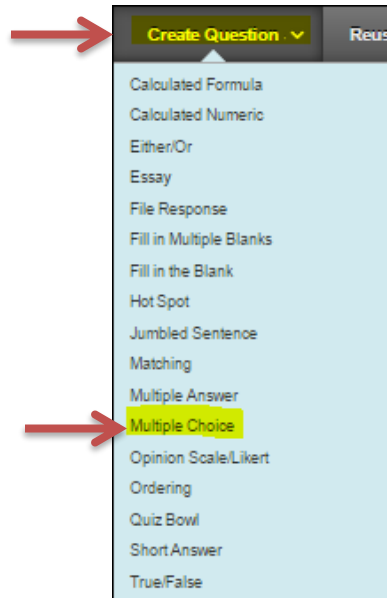
ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.



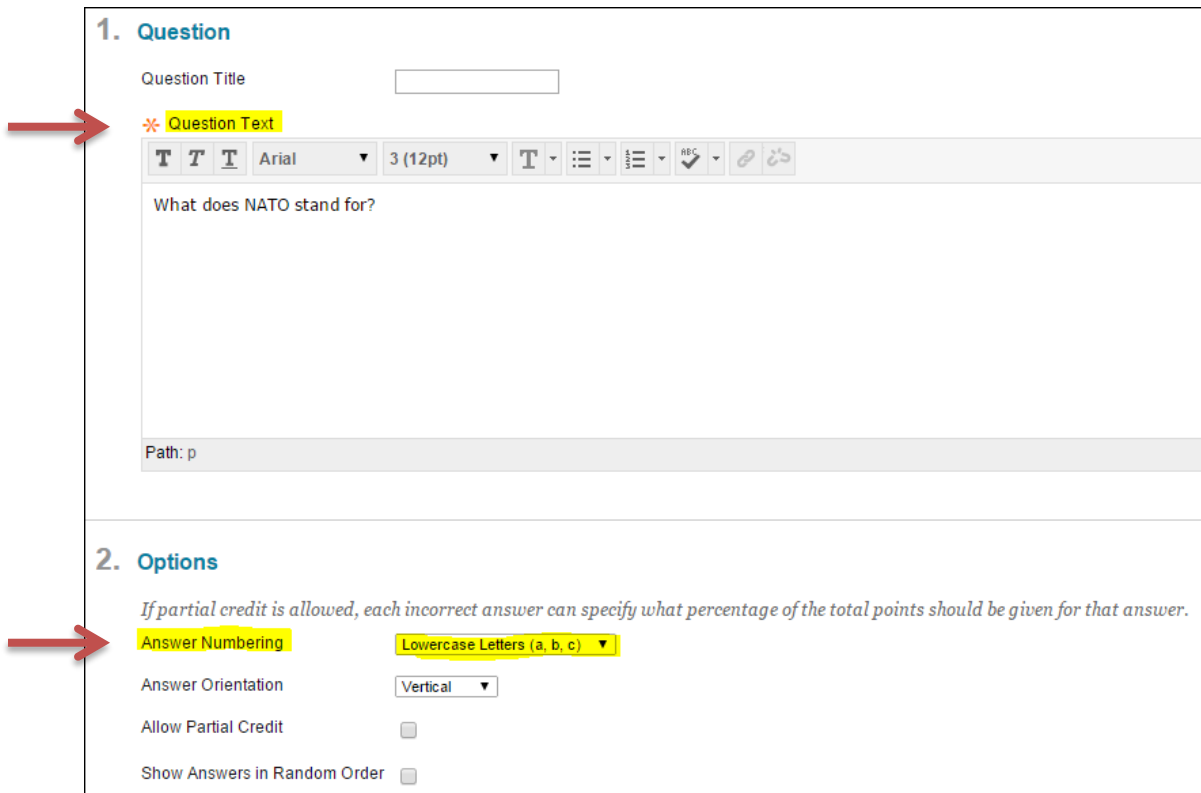
A screenshot of the 'Create/Edit True/False Question' form in Blackboard. The form is titled 'Create/Edit True/False Question' and includes a subtitle: 'A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. [More Help](#)'. The form is divided into three sections: 1. Question, 2. Options, and 3. Answers. In the 'Question' section, there is a 'Question Title' field and a 'Question Text' field. The 'Question Text' field contains the text 'The United States of America is the largest (area) country in the world.' and has a rich text editor toolbar above it. In the 'Answers' section, there is an 'Answer' field and two radio buttons labeled 'True' and 'False'. The 'False' radio button is selected. A red arrow points to the 'Submit' button in the top right corner. Another red arrow points to the 'Question Text' field. A third red arrow points to the 'Answer' field in the 'Answers' section.

b. **Multiple Choice**

i. To add a multiple choice question, select Create Question and choose Multiple Choice.



ii. Write the question under Question Text and select how the answer choices should be numbered.



- iii. Select the number of answer choices you would like to display. Add the answer choices in the individual text boxes. Make sure to check the bubble next to the correct answer choice.

**3. Answers**

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

Number of Answers: 4

Correct:  Answer 1

Answer 1: National Agreement for Traditional Organization

Answer 2: North Atlantic Treaty Organization

Answer 3: North American Target Officials

- iv. Click Submit when done.

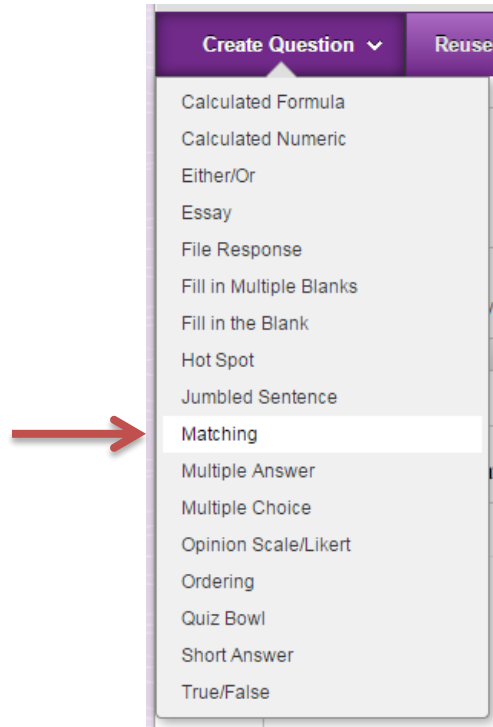
**7. Submit**

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.

Cancel Submit and Create Another **Submit**

**c. Matching**

i. Select Create Question and choose Matching.



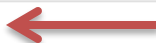
ii. Enter the question text. If you want to allow partial credit, leave that box checked.

**1. Question**

Question Title

\* Question Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools.

Match to following cities to the state in which they reside. 

Path: p

**2. Options**

Allow Partial Credit

Answer Numbering

- iii. Enter the number of question pairs; The minimum is 4 and the maximum is 20. Enter the question/answer pair sets. Click Submit when finished.

### 3. Questions

Number of Questions

#### Question/Answer Pair 1

✖ Question



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font selection (Arial), font size (3 (12pt)), bulleted and numbered lists, indentation, link, unlink, undo, redo, and other editing tools. It also includes a 'Mashups' dropdown and 'HTML' and 'CSS' options.

Wisconsin ←

Path: p

✖ Answer

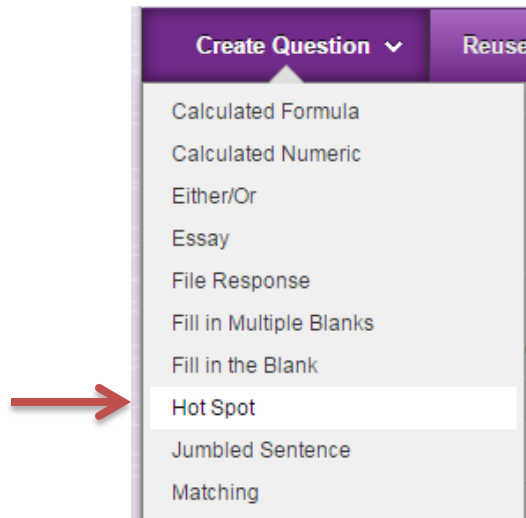


A rich text editor toolbar identical to the one above the question field, containing various text and paragraph formatting options.

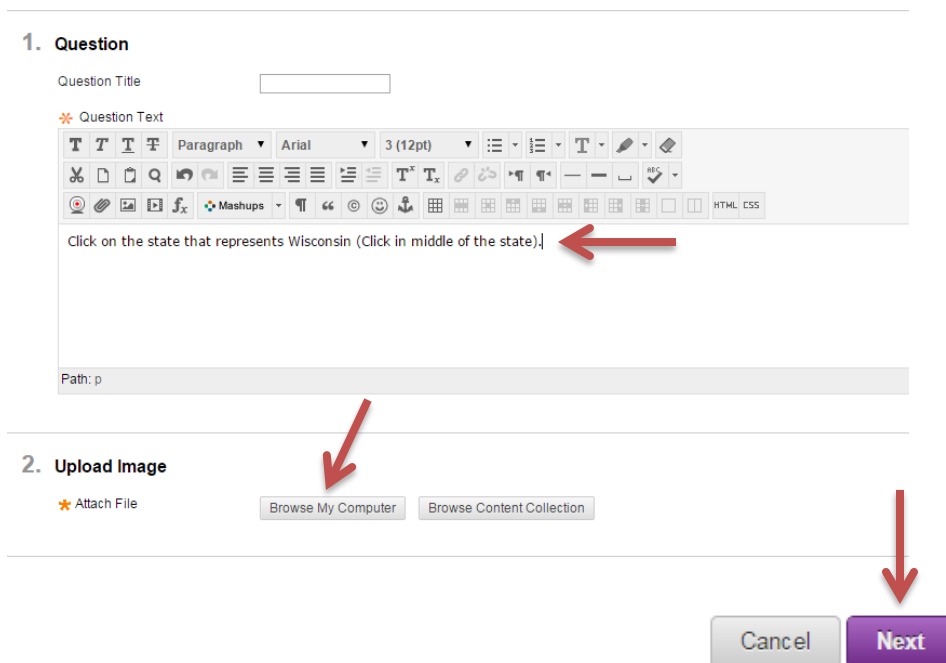
Milwaukee ←

Path: p

- d. **Hot spot.** A Hot Spot question allows you to set up a question that is an image. Students will click on an area of the image to answer a Hot Spot question.
- i. Click on Create Question, then Hot Spot.



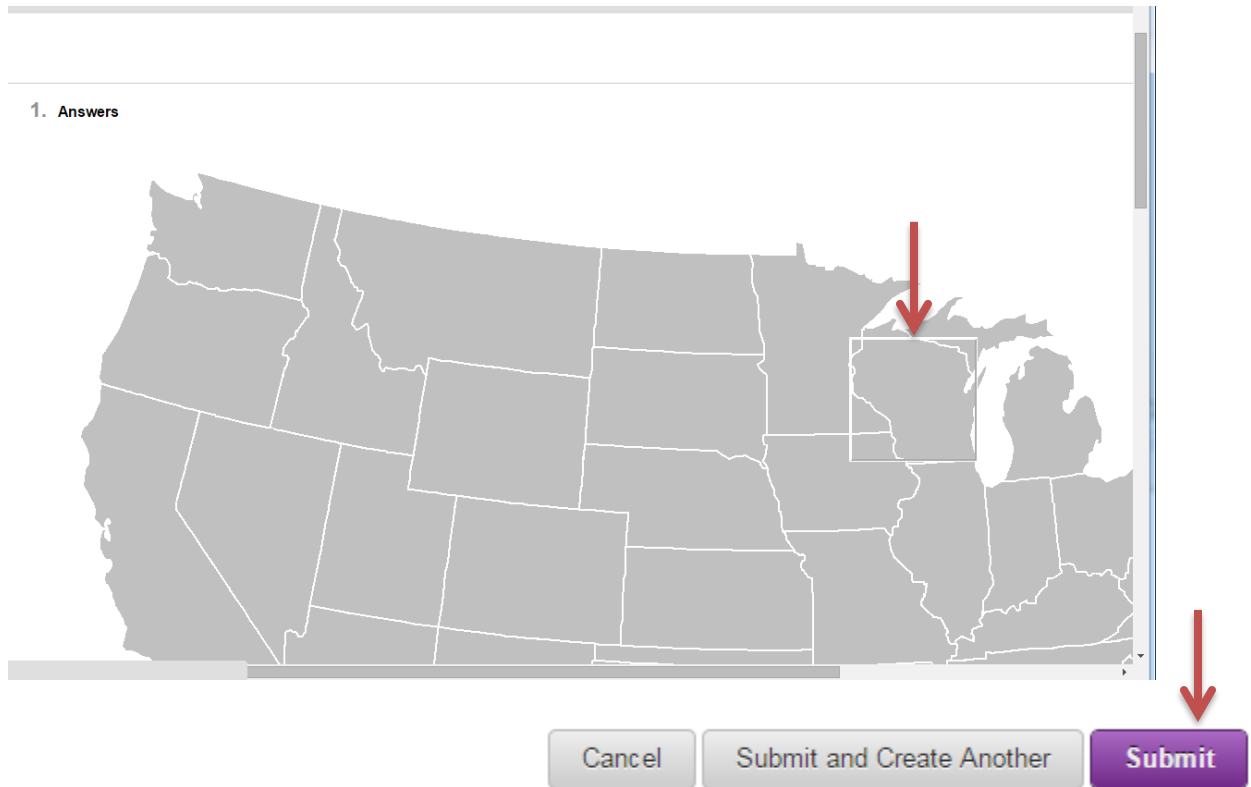
- ii. Enter question text. Browse your computer to find and upload the image. Click Next.



A screenshot of a question creation interface. The interface is divided into two main sections: '1. Question' and '2. Upload Image'.  
In the '1. Question' section, there is a 'Question Title' field, a 'Question Text' field with a rich text editor toolbar, and a 'Path' field. The 'Question Text' field contains the text 'Click on the state that represents Wisconsin (Click in middle of the state).'. A red arrow points to this text.  
In the '2. Upload Image' section, there is an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Content Collection'. A red arrow points to the 'Browse My Computer' button.  
At the bottom right of the interface, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

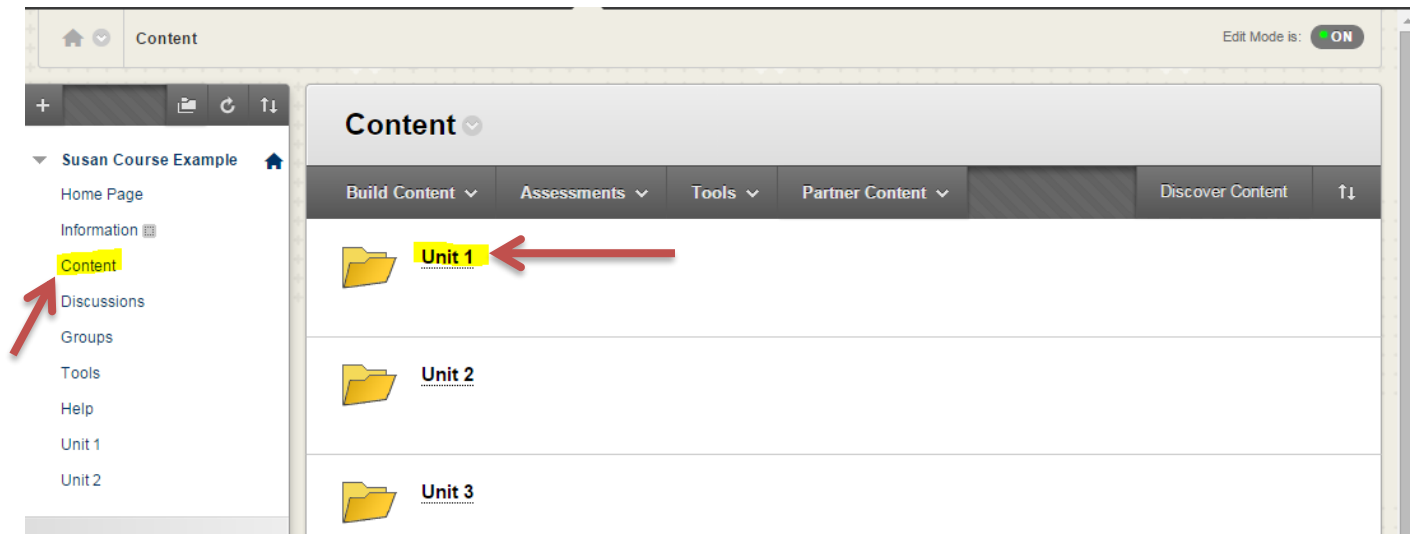


- iii. Drag mouse over the area of the image that is the correct answer. Note: the correct answer area can only be in the shape of a square. Click Submit.

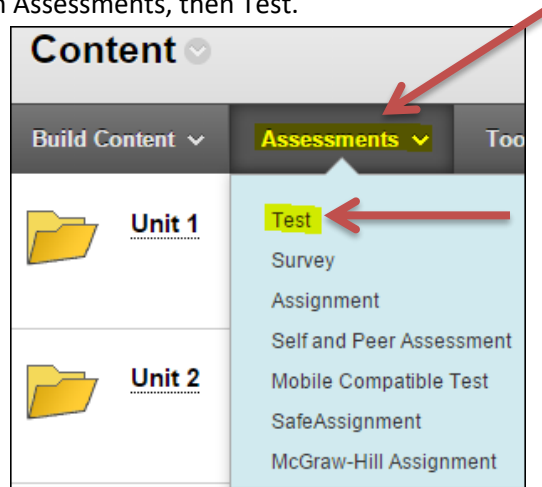


### 3. Deploy an Assessment

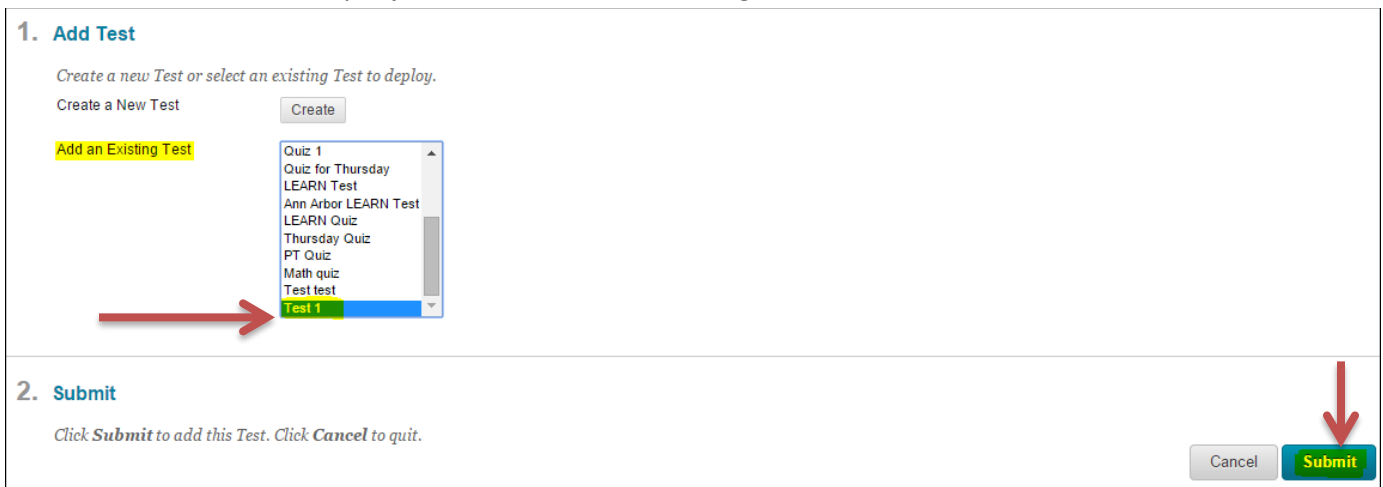
- a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.



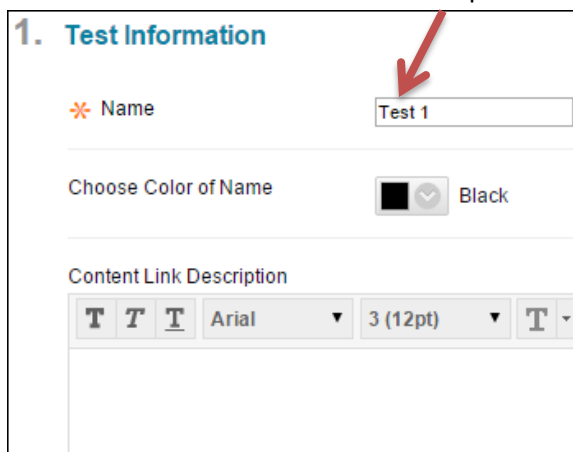
b. Click on Assessments, then Test.



c. Select the test you just created in Add an Existing Test and click Submit.



d. You can edit the test name or add an optional description.



- e. Select Yes to make the test available to students. We recommend Force Completion NOT be used. Instead, consider using a timer so students must finish in an allotted amount of time. To have the test auto-submit once the maximum time allotted has been reached, click Auto-Submit to ON.

**2. Test Availability**

**Make the Link Available**  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

**Force Completion**  
*Once started, this test must be completed in one sitting.*

**Set Timer**  
*Set expected completion time. Selecting this option also records completion time for this Test.*

Minutes

Auto-Submit  
 OFF  ON

**OFF:** The user is given the option to continue after time expires.  
**ON:** Test will save and submit automatically when time expires.

- f. Choose the date you want the test to be opened and closed to students. You can also add an optional password. **\*\*If using Respondus, leave Password blank.\*\***

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password

*Require a password to access this Test.*

- g. Enter a Due Date and time, and select whether or not students are allowed to take the test after the due date.

**4. Due Date**

*Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed. Submissions are accepted after this date, but are marked Late.*

**Due Date**

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

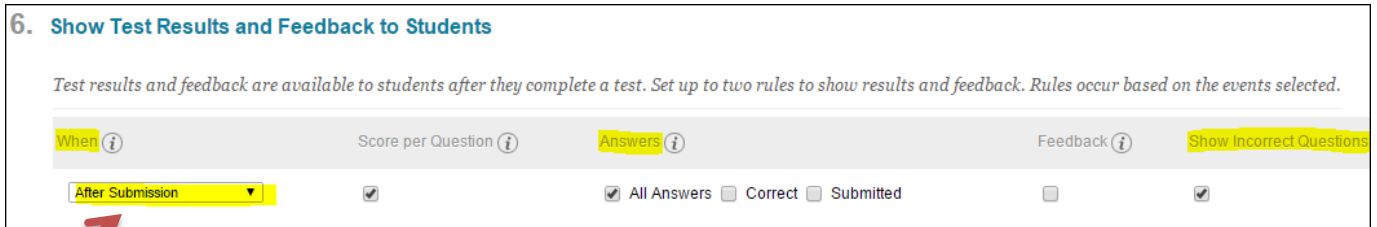
Do not allow students to start the Test if the due date has passed.  
*Students will be unable to start the Test if this option is checked.*

- h. You can select when you want test results to be shown to students. You can also select what answers should be shown and if incorrect questions should be marked.

**6. Show Test Results and Feedback to Students**

*Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.*

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>



- i. Choose whether you want questions to be shown all at once or one at a time, then click Submit.

**7. Test Presentation**

**All at Once**  
*Present the entire Test on one screen.*

**One at a Time**  
*Present one question at a time.*

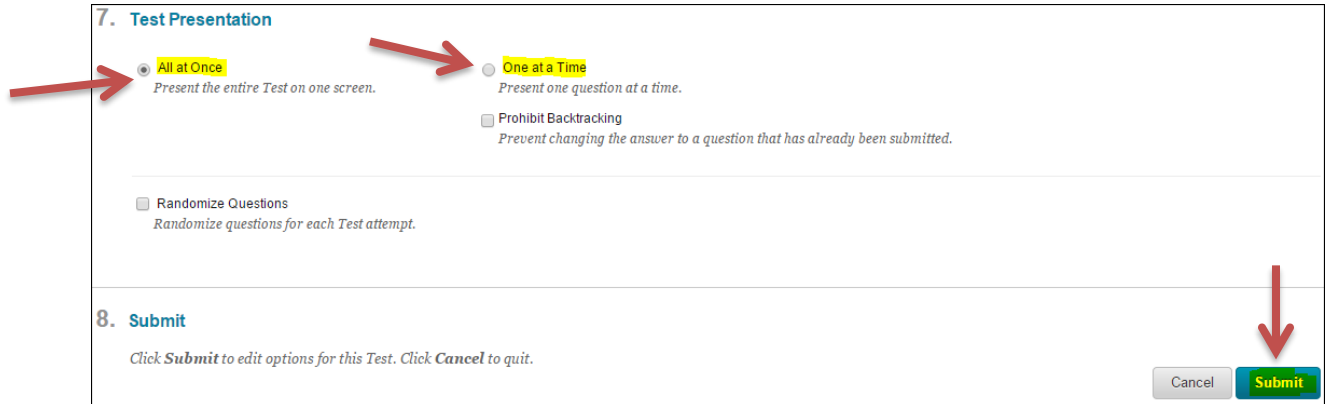
**Prohibit Backtracking**  
*Prevent changing the answer to a question that has already been submitted.*

**Randomize Questions**  
*Randomize questions for each Test attempt.*

**8. Submit**

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

Cancel **Submit**



- j. The test is now available to students.