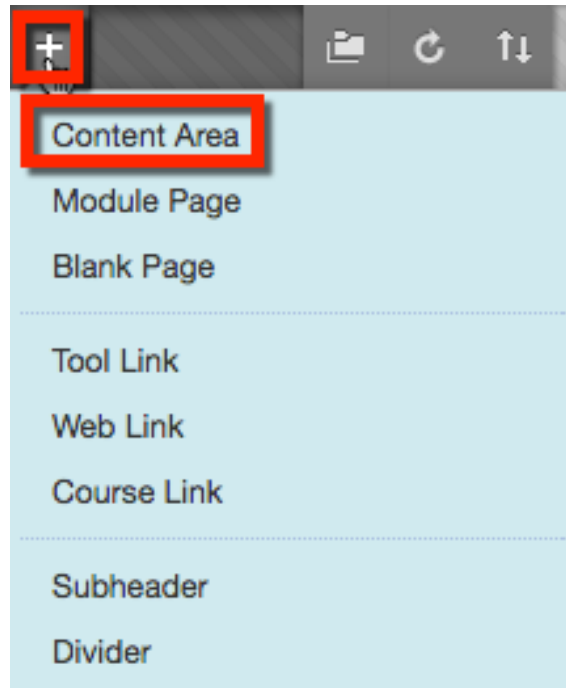# Creating Tests

Creating Test Link:

Enter a Blackboard course where you would like to create a test. Find the "**+**" symbol at the top of the left hand menu and click **Content Area** Link. In this example, Exams will be the name of the link.

If you already have a link created called Tests, Quizzes, Exams or Assessments you can skip creating the content area.
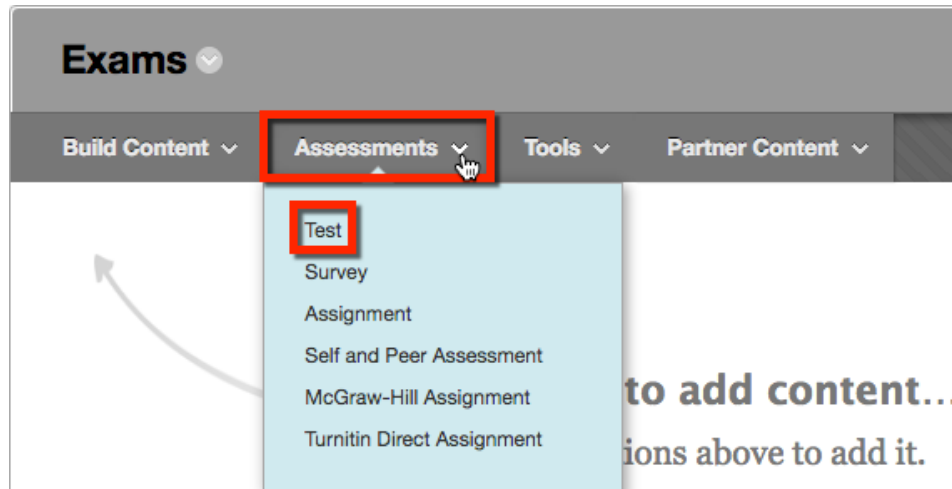

Type an appropriate title of the content area link and check **Available to Users**. Once you have filled out all the appropriate fields, click **Submit**.

You will notice a greyed out box next to the menu link. This lets the instructor know there is currently no content in this content area. Click on the newly created menu link to create your test.
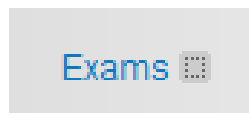
Select **Test** from the **Assessments** drop down menu.

Add Test:
Select the **Create** button to create a new test.

Test Information:
Create a **Name**, **Description**, and **Instructions**. Click **Submit**.

Test Canvas:
The Test Canvas is where you will add your questions.
1. **Create Questions:** This is where you can create questions in Blackboard from scratch. Choose from Essay, Multiple Choice, True/False, etc.
2. **Reuse Question:** This is where you can reuse questions from a Test Pool that has previously been setup. If you cannot access questions from this menu, you have not setup a Test Pool.
3. **Upload Questions:** Can upload a tab-delimited TXT file from your computer.

Since we are creating a test from scratch, we will select a Multiple Choice question for this example.

Create/Edit Question:
Question:
You may leave the Question Title blank, but you have to include a question in the Question Text box.

Options:
Answer Numbering: Change the answer numbering to: None, Arabic Numerials (1, 2, 3), Roman Numerials (I, II, III), etc.
Answer Orientation: Change the answer style to: Vertical or Horizontal
Allow Partial Credit: If you select this option another to Allow Negative Scores for Incorrect Answers will appear.
Show Answers in Random Order: Will change the ordering of the answers each time the test is taken.

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering	None
Answer Orientation	Vertical
Allow Partial Credit	☐
Show Answers in Random Order	☐

Answers:
Number of Answers: You may change this up to 100 answers. Make sure to enter the answers in all text boxes below for the number of answers you select.
Correct: Under the **Correct** column, make sure the correct answer has the filled gray bubble.

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.

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| ƒₓ | ⬝ Mashups ▾ | ¶ 66 © ☺ ⚓ | ⊞ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▢ ▢ | HTML CSS |

10 million

Path: p   Words:2

Feedback:

Enter feedback that will display a response to a correct or incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Correct! The Federal Trade Commission estimates that as many as 10 million Americans have their identities stolen each year.

Path: p   Words:19

Incorrect Response Feedback

The Federal Trade Commission estimates that as many as 10 million Americans have their identities stolen each year. In fact, you or someone you know may have experienced some form of identity theft.

Once you are finished with all changes, select **Submit and Create Another** or **Submit**.

Submit and Create Another   Submit

A success message appears. Click the **OK** button in the lower right corner.

☐ 1. **Multiple Choice: The Federal Trade Commission estimate...**   Points: 10

Success: Question created. ⊗

Question	The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?
Answer	3 million
	7 million
	✅ 10 million
	100 million

Create Test:
Add Test:
You will be brought back to the Create Test page, where you will now find your newly created test in the list of existing tests. Select the test you recently created and select **Submit**.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   [Create]

Add an Existing Test   Test 6
                            Chapter 1
                            Module 1 Test

Test Options:
Test Information:
Make sure the Name of the test and the link description (if provided) is correct.
Open test in new window: We recommend leaving this setting to **No**.

TEST INFORMATION

✱ Name   Module 2 Test

Choose Color of Name   ⬛ Black

Content Link Description

Path: p   Words:0

Open test in new window   ○ Yes ● No

Test Availability:
Make the link available: You want to make sure this option is set to **Yes**.

Make the link available   ● Yes ○ No

Add a new announcement for this test: If you would like to send out a course announcement after this test is created, please select **Yes**. If you do not want to send out an announcement, select **No**.

Add a new announcement   ○ Yes ● No
for this test

Multiple Attempts:

If you would like to allow students multiple attempts, please check either Allow Unlimited Attempts or Number of Attempts. If you select Number of Attempts, provide a numeric value.

If you leave unchecked, Blackboard will allow the student a single attempt.

☐ Multiple Attempts
   ◯ Allow Unlimited Attempts
   ◯ Number of Attempts [   ]

Score Attempts:

If you select Multiple Attempts for above, you may select from Last Graded Attempt, Highest Grade, Lowest Grade, First Graded Attempt, Average of Graded Attempts.

Score attempts using   [Last Graded Attempt ⇕]

Force Completion:

If you select Force Completion, once students begin the test, they must complete it in one sitting. If you do not select Force Completion, if students were to get kicked out of a test (internet connectivity, computer issues, etc.) they could go right back into the test from where Blackboard last saved and finish the test.

Force Completion unchecked and **Set Timer** checked are recommended settings from Blackboard.

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

Set Timer:

If you select Set Timer, a timer will run once the student begins the test. If you leave Force Completion unchecked and the students get kicked out, the timer will keep running. Students must understand if they get kicked out, they can log back into Blackboard, reenter the course test and complete the test from where it was last saved.

Auto-Submit:

Off: The user is given the option to continue after time expires, but the test will be late.

On: The test will save and submit automatically when the time expires.

☑ Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

[60] 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.

Test Availability Dates:
Display After: This will be the date when the test opens.
Display Until: This will be the date when the test closes.

Password:
This setting will require students to enter a password in order to access the test.

Test Availability Exceptions:
Whatever the case may be for allowing an exception for a student, this setting allows instructors to provide customized availability. Simply select **Add User or Group** to add students to the exception, then change the **Availability** dates/times, **Attempts**, and **Timer**.

If you would like to remove exceptions, you may either select the **Remove All Exceptions** button to remove all exceptions or select the "**X**" next to the **Availability** dates/times to remove various students.

Due Date:

If you select a due date, students will still be able to take the test after the due date, but will be marked as late.

If you check **Do not allow students to start the Test if the due date has passed**, students will not be able to take the test after the due date.

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 03/14/2016 📅 11:59 PM 🕐

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 selected.

Self-Assessment Options:

Include this Test in Grade Center score calculations: The default option is set to include the test in the Grade Center score calculations. If you do not want to include in the Grade Center, uncheck this option.

Hide results for this test completely from the instructor and the Grade Center: If this option is selected, the instructor will not be able to access the students test attempt.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

☑ Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

☐ Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Show Test Results and Feedback to Students:

When:

After Submission: The selected test results and feedback will be available after the student finishes the test.

One-time View: The selected test results and feedback will be available after the student finishes the test. This is a one-time view. Once viewed, it will not be available to the student again.

On Specific Date: The selected test results and feedback will be available after a date selected by the instructor.

After Due Date: The selected test results and feedback will be available after the Due Date selected by the instructor.

After Availability End Date: The selected test results and feedback will be available after the Availability End Date selected by the instructor.

After Attempts are graded: The selected test results and feedback will be available after all students attempts have been graded by the instructor. If one or more students do not submit an attempt, you must assign a grade of 0 so all students can view the chosen results and feedback.

Score per Question:
Show the score earned for each test question. This option is selected by default. Clear the check box if you do not want to show scores for individual questions.

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. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When ⓘ	Score per Question ⓘ	Answers ⓘ	Feedback ⓘ	Show Incorrect Questions ⓘ
----Choose---- ✓ After Submission One-time View On Specific Date After Due Date After Availability End Date After Attempts are graded	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

Answers:
All Answers: Show all answer options.
Student View:

Question 1   0 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Answers: 3 million

7 million

10 million

100 million

Correct: Show the correct answers
Student View:

Question 1   10 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Correct Answer: ✓ 10 million

Submitted: Show all of students submitted answers
Student View:

Question 1   10 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Selected Answer: 7 million

Feedback:
Provide instructor-generated feedback for each question.
Student View:

Question 1   10 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Response   Correct! The Federal Trade Commission estimates that as many as 10 million Americans
Feedback: have their identities stolen each year.

Question 1   0 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Response   The Federal Trade Commission estimates that as many as 10 million Americans have their
Feedback: identities stolen each year. In fact, you or someone you know may have experienced some
             form of identity theft.

Show Incorrect Questions:
Show the questions students answered incorrectly or partially incorrectly.
Student View:

Question 1   0 out of 10 points

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

Test Presentation:
All at Once: Shows all test questions on one page.
**One at a Time:** Shows the test questions one at a time.
Prohibit Backtracking: Prevent the student going back to a previous question once submitted. This option only works with One at a Time format.
Randomize Questions: Randomize questions for each test attempt.

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.

Once you are finished making your changes, click **Submit**. You have successfully created a test in Blackboard! After the students submit their test, the test will appear in the Full Grade Center for the instructor to view and grade.

Exams ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄
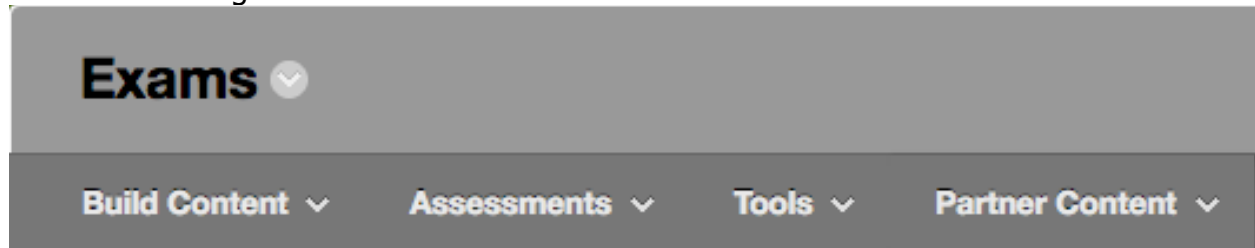
Module 1 Test

Module 1 Test covers Chapter 1, 5, and 7.