

# Creating a Test in BlackBoard


## Before you begin:

Plan your test/quiz by deciding

- How many questions
- What type of questions
- Point value for each question
- Will you need to add instructions
- Do you want to add feedback for correct/incorrect answers

## Creating the Test

In your coursesite, go to Control Panel/Test Manager (under the Assessment heading)

- Click on Add Test 
- Fill in the blanks for Name, Description and Instructions
- Click on submit at bottom of page

You have now created the folder in which your test questions will reside.

## Adding Questions

Choose the type of question by using the dropdown at the top of the page and click on Go.



The image shows a user interface element for adding a question. It consists of a button labeled 'Add' followed by a dropdown menu currently displaying 'Multiple Choice'. To the right of the dropdown is a button labeled 'GO'.

A new screen will open up with blanks to fill in. Depending on the type of question you have chosen, you may have to indicate which of several answers are correct.

You will be asked to assign a point value for each question.

You will have the option to enter feedback text for a correct answer to a question and for an incorrect answer.

When you have finished with that question, click Submit at the bottom of the page.

You will see your question added to the test.

☞ If you want to add another question of the same type, click on the

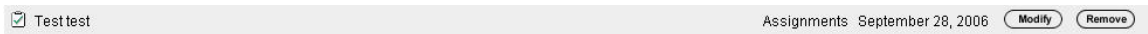
◀ [Add Question Here](#) link at the right side of the page. You can add a question above or below your previous one.

☞ If you want a different type of question, use the dropdown box

Add   at the top of the page.

Keep adding questions until you are done.

Click the Okay button at the bottom of the page. A new screen appears that lists all the tests you have created.



You can still modify this test by clicking the Modify button. This shows the date the test was created, and that it was added to the Assignments section of the course. Instructions for this follow.

➔ Blackboard will automatically grade all types of questions except essays.

➔ You can mix different types of questions on the same test.

## Adding the Test to a Content Area

Go to the Control Panel for your course.

☞ If you want the test to show up under its own button:

1. Choose Manage Course Menu
2. Click on Add Content Area
3. Type Test in the blank box
4. Click on Submit.

☞ If you want to add the test to an existing Content Area:

1. Choose the Content Area you want
2. Click on the Add Test option at the top of the page



3. Select the test you wish to add and click Submit.
4. Click OK to confirm you want to add the test.

## Modifying Test Options

At this point you can modify the contents of the test, or you can modify how the test is viewed, when it is available to students, what kind of feedback students will receive, and other options.

Click on [Modify the Test options](#)  
Modify the Test options, such as availability and feedback.

Go through the four sections of items you can change and make your choices.

You can determine when students can see the test by making the link available on the dates and times you choose.

The following screenshot shows a test that will become available on October 22 from 9:00 a.m. to 5:00 p.m. with a forced completion time of one hour.

**2 Test Availability**

**Make the link available**  Yes  No *Choose yes to make the test available*

**Create an announcement for this Test**  Yes  No *Use this to allow practice tests*

**Allow multiple attempts.** Permit users to take this Test multiple times.

**Force Completion.** Test must be completed the first time it is launched.

**Set timer.** Set expected completion time. Selecting this option also requires you to specify a completion time for this Test. *Choose this option to force students to finish the test in a specified time*

Hours  Minutes

**Display After**

**Display Until**

*These options make the test available for a specific date or times*

**Password.** Require a password to access this Test.

Password:

You can also change the Feedback Options on this page, and how you want the test presented to the student.

Click Submit when you are finished. Click OK on the confirmation message.

➔ Note that in Section 4 of this page there is an option to Randomize questions. Use this if you are going to Allow Multiple Attempts and you want the student to see the questions in a different order each time the test is taken.

➔ After one student has taken the test it is not possible to modify the test. Until then, you can go into the Control Panel/Test Manager and modify the test.

➔ To delete a test, click on the Remove Button in the Test Manager. **The removal is permanent.**

➔ Test scores are recorded in the Gradebook.