How to Create a Test

Tests are the Blackboard equivalent of the Assessment and are primarily used to ask questions with short answers within a timed period. Depending on the type of questions used, Blackboard will be able to automatically grade submissions.

Quick Instructions

1. It is recommended that you begin by creating a Test Pool which will then be used to create your actual test. To begin, use the left menu and click Course Tools under Course Management, then select Tests, Surveys, and Pools.
2. In the Test, Surveys, and Pools screen, select Pools.
3. Click on Build Pool (note that this screen also has the option to import a pool if you have questions provided by a publisher).
4. In the Pool Information screen, give the Pool a Name that has meaning to you (e.g. Chapter 1 Questions). Optionally, you may give a Description of the pool for your own use if you wish. You should skip the Instructions area as this will not be visible to students.
5. Click Submit.
6. You are now on the Pool Canvas page. To make a new question, point to Create Question on the Action Bar, and select the type of question you wish to create. You can find a breakdown of the question types at https://help.blackboard.com/en-us/Learn/9.1_2014_04/instructor/110_tests_surveys_pools/100_question_types.

   a. You may use the Find Questions option to import questions from other tests or pools that are in the same course. Unlike Angel, you cannot import questions from tests in different courses.

7. Once you have created questions in a Pool, you should click the OK button in the lower right corner.
10. Click on Build Test.
11. In the Test Information screen, give the Test a **Name** that has meaning to you (e.g. Chapter 1 Questions). Optionally, you may give a **Description** of the pool for your own use if you wish. You may fill in the **Instructions** area. Text here will show to students when they begin a test.

12. Click **Submit**.

13. At this point, decide whether you wish to create a test with fixed questions (Each student is asked the same questions) or a test with random questions (Each test is different based on randomly pulling questions from a larger pool). If you wish to create a Fixed Test, go to **Step 14**. If you wish to create a Random Test, go to **Step 15**
   a. It is possible to create a test using both types by creating multiple Pools.
   b. Note that it is recommended that all questions are created using Pools, so you should not use the Create Question option on this page.

14. To create a Fixed Test, point to **Reuse Question**, and click **Create Question Set**.
   a. In the Create Question Set pop-up window that appears, use the right menu to select any pools you want to use in this test by checking the boxes next to their names. This will generate a list of all the questions in the selected pools in the main screen.
   b. You should go to the bottom of the screen and click the **Show All** button.
   c. Select and questions you want to use on the test using the checkbox to the left of each question. Note there is a master checkbox to select all questions near the top of the screen.
   d. Once you have selected the questions you wish to use on your test, click the **Submit** button in the lower right corner.
e. The Question Set will now appear in the Test Canvas. Set the **Points per question** to the right of the block appropriately.

f. Change the **Number of Questions to display** to match **Total Questions**.

```
1 - 3. Question Set

Total Questions: 3
Number of Questions to display: 3
```

g. Go to **Step 16**.

15. To create a Random Test, point to **Reuse Question**, and click **Create Random Block**. Also pay special attention to **Step 38**.

a. In the **Create Random Block** pop-up window that appears, use the right menu to select any pools you want to use in this test by checking the boxes next to their names.

b. Blow the pool selection select **All Pool Questions** from **Question Types**. Alternatively, select only the **Question Types** you want to pull into the test. This will generate a list of all the questions in the selected pools/types in the main screen.

c. You should go to the bottom of the screen and click the **Show All** button.

d. Confirm that the questions showing are the ones you wish to appear on the test and click the **Submit** button in the lower right corner.
e. The Random Block will now appear in the Test Canvas. Set the **Points per question** to the right of the block appropriately.

f. Set the **Number of Questions to display** to how many questions you want drawn out of the Pool for each student. This number should be less than the amount shown in **Total Questions**.

![Random Block](image)

| Total Questions: | 10 |
| Number of Questions to display: | 5 |
| Source Pool: | My Pool, Pool3, Quiz 1, Test, Yet another Test |
| Question Types: | All Pool Questions |

g. Go to **Step 16**.

16. Once you have created as many Question Sets and Random Blocks as you intend to use in your test, you may reorder them by holding your mouse over a Set/Block, and using the yellow area that appears on the left to drag and drop it to a different location.

![Question Set](image)

17. Once you have completed the creation of your test, click the OK button in the lower right corner.

18. Go to the content folder you wish the test to appear in. You will now Deploy the Test.

19. Once you are in a folder, point to Assessments and click **Test**.

20. On the **Create Test** page, go to the area labeled **Add an Existing Test**, and select a test from the list. Note that the same test cannot be used twice, so only tests which have not been deployed will appear in this list.

21. Click the **Submit** button.

22. The name of the test will be imported to the Name field. To avoid confusion, due not change this name. You may give a description or instructions in the **Content Link Description**. Students will be able to view these notes before they start the test.

23. We recommend leaving **Open test in a new window** set to **No**.

24. Change **Make the link available** to **Yes** if you want students to see the test.

25. Unless you are immediately opening the test to students, it is recommended that you leave **Add a new announcement for this test** set to **No**.

26. Determine whether you want to allow Multiple Attempts.
27. If you are allowing multiple attempts, determine which attempt will be graded for entry into the Grade Book.
28. Leave **Force Completion Off**! This option creates many more problems than it fixes. Use Auto-Submit instead.
29. If you wish, place a time limit on the test. This starts a clock that will run once the test is started regardless of whether the student leaves the Blackboard instance. It is suggested that you turn **Auto-Submit On**, otherwise students may continue working after time has run out, and the test will simply be marked late.
30. You may wish to set availability dates for when students may see the test. Note that **Make the link available** must be **On** for this to work.
31. You may Password protect a test, but Exceptions is usually a better way to control access.
32. Test Availability Exceptions allow you to give a student or group access to a test that is different from the rest of the class. Not that to use Group access, groups must be created ahead of time.
   a. Click **Add User or Group**.
   b. On the pop-up window, place a checkmark by any students or groups you want to have special access and click **Submit** in the lower right corner.
   c. You will now see a list of names/groups. You may set access options separately for each student or group. The access options available to be changed depend on the restrictions you have set for the rest of the class.
33. You may wish to set a **Due Date**.
34. Tests have a unique option to prevent students from starting the Test after the due date is passed. This makes it easier for students to review a test without being able to take it.
35. **Self-Assessment Options** should only be changed if you do not want a test to count in the gradebook.
36. Using the **SHOW TEST RESULTS AND FEEDBACK TO STUDENTS** options you may determine what feedback students receive after they complete an attempt. You may set different feedback to appear at up to two different times (ie immediately after they take the test, and additional feedback after the test is closed to the class).
37. Determine whether you wish the question to appear to students all at once, or one at a time. If questions are presented one at a time, decide whether students are allowed to backtrack.
38. If you are using random blocks, make sure Randomize Questions is checked!
39. Click **Submit**. Your test is now ready to be taken.
Advanced Options

Question Settings

In the Pool Canvas page you will see an option on the right of the action bar labeled Question Settings.

You may use this area to change what options you see when creating a question (note that not all options are available for all questions types). Some options are unchecked by default as they are not used by most faculty, but you may wish to enable them to give you more flexibility. Note that (with the exception of Scoring), these options do not make changes to the questions you are creating, they only give you more controls to work with. The options are as follows:

Provide feedback for individual answers – Rather than leaving generalized feedback based on whether an answer is right or wrong, this option will provide individual feedback fields for each answer option.

Images, Files and Web Links – Both options under this heading provide you with the option to attach images or links to websites or files in the answers available for students to select, and/or in the feedback you leave.

Question Metadata – This option gives you the ability to “Tag” questions with a number of searchable terms. Unless you have a very large question bank that you draw questions from for multiple different assessments you will probably not have a use for this.

Scoring – These options allow you to change the default point value that a new questions is created with. If this is not selected, the default value of any question will be 10 points. You may always change the point value of a question at the question itself.

Specify random ordering of answers – This gives you a checkbox option to scramble the order of the answers for a question. This option is on by default.

Specify the horizontal or vertical display of answers – This gives you the ability to decide the orientation of the answers of a question. This option is on by default.

Specify numbering options for answers – This gives you the ability to determine whether possible question options are labeled A,B,C,D . . . or 1,2,3,4 . . .