**Blackboard Tools Tutorial**

Creating Tests

There are several ways to create a test in Blackboard. In this handout, we will review how to set up a test via Course Tools and then link to it from a specific content area such as a content folder or learning module. Editing tests and creating test questions will also be explained.

Accessing the Test Area

1. Select **Course Tools** from the **Course Management** area of the **Course Menu** and click on **Tests, Surveys, and Pools**.
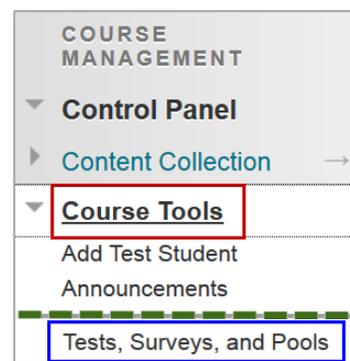
2. Select **Tests** and then **Build Test**.
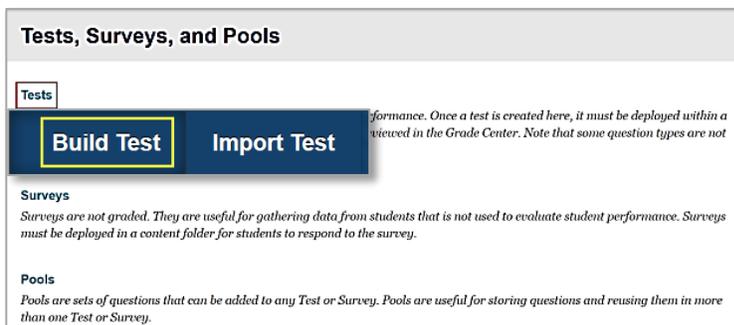
3. On the **Test Information** screen:

    a) Enter the **Name** of your test.

    ➢ You can enter a **Description** as well as **Instructions** using the HTML editors.

    The **Description** is visible to students before they click on a test link; **Instructions** appear when the test is launched.

For example, you might have a description that a test must be completed in one sitting and an instruction that it can be taken more than once.

b) Click on **Submit** when done.

1) The **Test Canvas** screen allows you to create and edit tests as well as make questions sets and random blocks of questions.

Creating a Test Question

In this example we will click on **Create Question** and then choose **Multiple Choice**. There are seven sections to complete.

1. Enter your questions in the **Questions Text** area, (Question Title is optional)

2. Select the appropriate **Options**.

> 2. **Options**
>
> *If partial credit is allowed, each incorrect answer can specify answer.*
>
> Answer Numbering   None ▾
>
> Answer Orientation   Vertical ▾
>
> Allow Partial Credit   ☐
>
> Show Answers in Random ☐
> Order

3. In the **Answers** section, check the radio button next to the correct answer.

2) Section four (image not shown) allows you to enter correct and incorrect response feedback for students.

> 3. **Answers**
>
> *Select the number of answer choices, fill in the fiel*
>
> Number of Answers   4 ▾
>
> Correct
> ◉ Answer 1.
>
> T T T T   Paragraph ▾   Arial
>
> ✂ ▯ ▯ Q ↶ ↷ ☰ ☰ ☰ ☰
>
> ◎ *f*x • Mashups ▾ ¶ " © ☺ ⚓
>
> The best it has ever been.|

4. In section five, select the options you want, if any, in **Categories and Keywords**.

> 5. **Categories and Keywords**
>
> *Click **Add** to add a Category, Topic, Level of Difficulty, existing entry to access a complete list of Categories, To*
>
> Categories   None [Add]
>
> Topics   None [Add]
>
> Levels of Difficulty   None [Add]
>
> Keywords   None [Add]

5. In section six, anything entered into the **Instructor Notes** area are for your eyes only (image not shown).
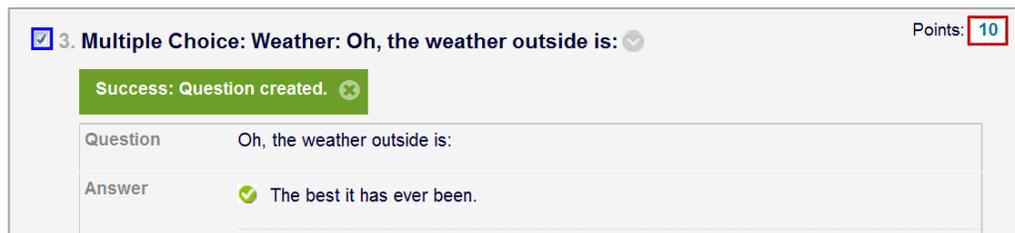
6. In section seven, you have the option to **Submit** the question or **Submit and Create** another similar question.

7. After submitting the last question, you are taken back to the **Test Canvas** page where the last question that was submitted is displayed.

Assembling a Test

1. Blackboard automatically assigns each question 10 points.

2. To change the number of points for individual questions, select the box to the right of the question and click on the number of points, as shown. Enter the new point value and click on **Submit**. For example:

3. To change the number of points for all the questions, go to the top or the bottom of the questions list. In the **Select** field, choose **All**. Enter the new point value in the **Points** box and then select **Update** to confirm.

    Note: Other options are available, such as, **Select by Type**.

4. When the test is complete and all the changes have been made, click on **OK**. You will then be taken back to the **Tests** page.

    Each test has to be deployed from a content folder or learning module. The word **No** will be displayed in the column labelled '**Deployed**' until you make that change.

Deploying a Test

Go to the content area that the test is going to be deployed from. Mouse over **Assessments** and select **Test**.

1. Next to **Add an Existing Test**, select the test you want to associate with and then click on **Submit**.

   Please note: You also have the option to create a new test from this page.
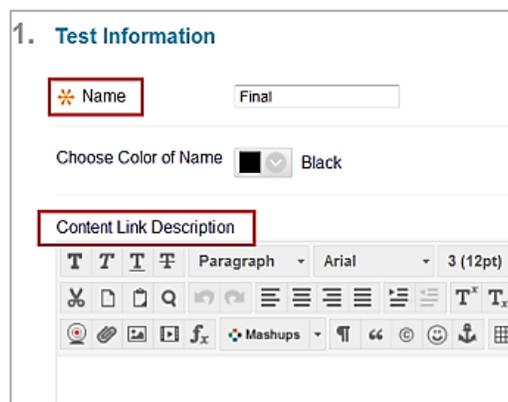
Test Options

1. Locate the test in the content area, click on the down arrow next its name, and then select **Edit the Test Options**.

    Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. There are eight sections to complete:
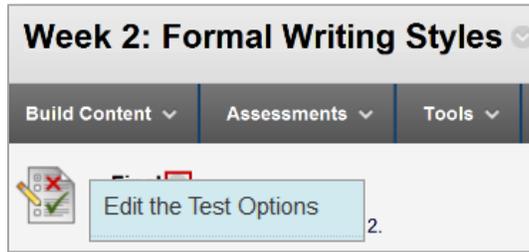
1. The **Name** of the test appears in the content area.

    Please note: If you change the name of a test you will need to also change its name in the Grade Center.

2. **Test Availability**, section two is set to No by default.

    ➢ You can combine changing the availability to **Yes** with entering the dates and times the test will be open.

    ➢ Review the other options in this section.

3. In section three, **Test Availability Exceptions**, you can select one or more students to add to the exception list. For example, you can allow a specific student to take tests after the due date.

4. In section four, **Due Date**, you can choose a date after which a student's test submission will be marked as **Late**.

5. If the test is a self-assessment, section five, you can choose to include or hide the scores in the **Grade Center**. Click on the **More Help** link located at the top of the page for additional information.

6. Section six allows you to **Show Test Results and Feedback to Students**. You can set up to two rules to show results and feedback. The rules occur based on the events selected.

7. In section seven, **Test Presentation**, you can decide how the test questions will be displayed.

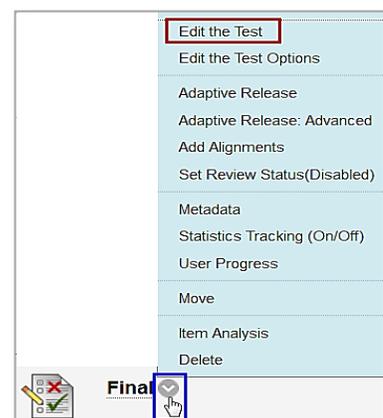8. When ready, click on **Submit.**

Editing a Test

Tests can be edited from the Content Area or from the **Tests, Surveys and Pools** tool.

Editing a test from a Content Area

1. Locate the test in the Content Area, click on the down arrow next its name, and select **Edit the Test**.*Please note: There are other options available such as Adaptive Release, Adaptive Release: Advanced, etc.*
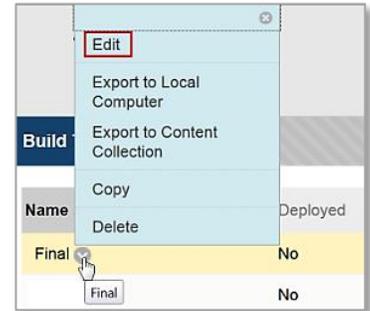
2. Selecting the down arrow to the right of a question gives you options such as edit, copy, and delete.
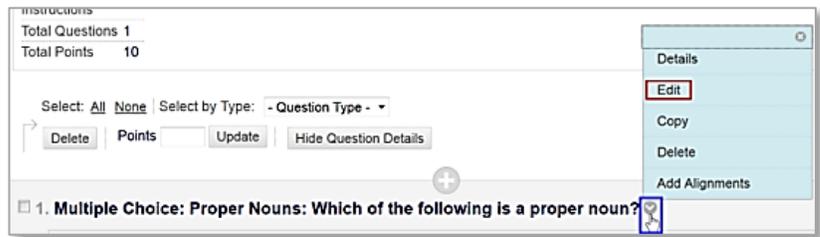
Editing a Test from the Tests, Surveys and Pools link

1. Select **Tests, Surveys, and Pools** from the **Course Management** area of the **Course Menu**. Click on **Tests**, and then click on the down arrow of the test you want to edit.

2. You can also view the options for a question by clicking on the down arrow to the right of that question.
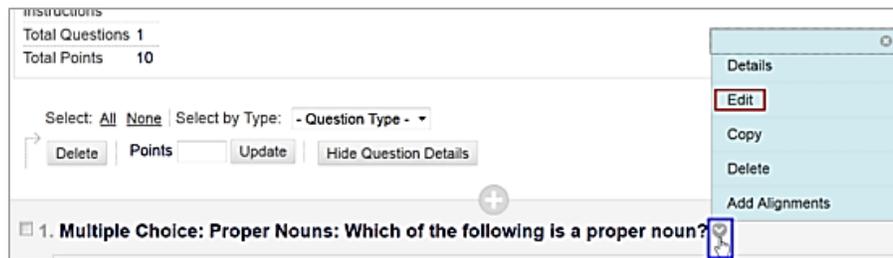
3. Go back to the Test Canvas and select the same test. To make changes to the **Description** and **Instructions** of the test, click on the down arrow next to **Test Canvas: (test name)** and select **Edit**. For example:
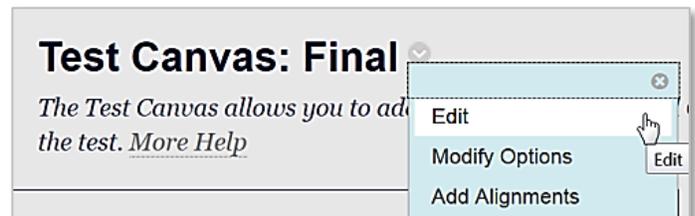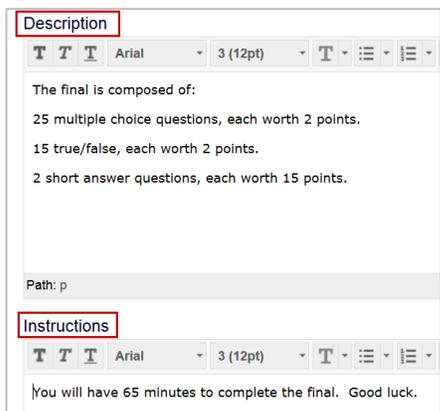
What is a Pool?

The instructions that follow are for instructors who want to create tests in Blackboard using questions provided by a publisher. Using pools of questions allows the instructor to quickly select the questions they want or create a random block of questions from a question set.

Importing a Publisher's Question Bank

1. First acquire the publisher's question bank you wish to use. It should be a ZIP file and designed for Blackboard. Make sure that the file is accessible on the computer you're using.

   Please note: Step by step instructions for this aren't provided due to the fact that these question banks are typically only accessible to those who have purchased the accompanying textbook and the instructions vary from publisher to publisher. If you are having difficulty acquiring the file needed, please either contact the publisher or email us at bbsupport@sunysuffolk.edu for assistance.

2. Navigate to the Blackboard course you wish to create the test in.
3. Click on **Control Panel→Course Tools→Test, Surveys, and Pools.**
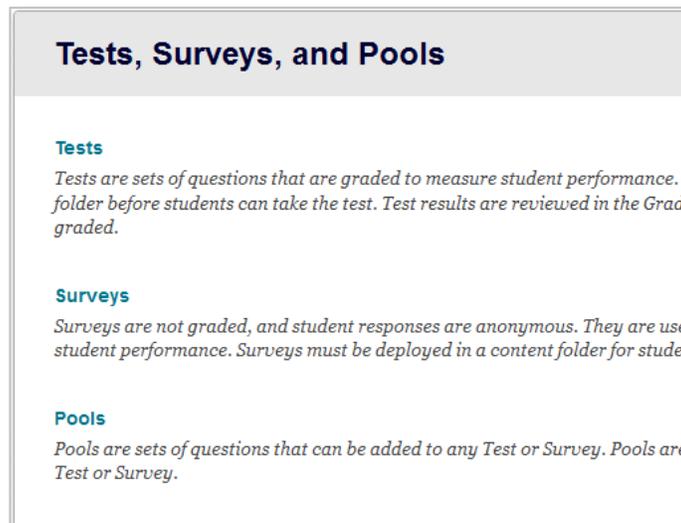
4. Click on **Pools.**
5. Click on **Import Pool.**
6. Click on **Browse My Computer** to open the Windows Explorer and locate the ZIP file containing the question bank.

7. Click on **Submit.** Once it's complete, the **Pool Import Complete** page will appear. The imported questions can now be used to create a test.
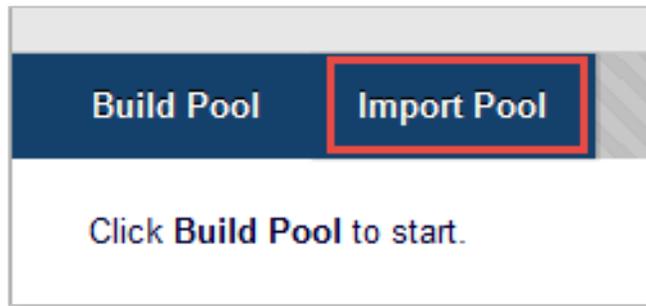
Creating a Test from a Pool

1. From the **Tests, Surveys and Pools** page, click on **Tests.**
2. Click on **Build Test.**
3. Give your test a **Name** and optionally provide a **Description** and **Instructions.**
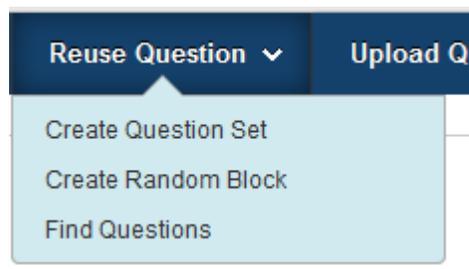
4. Click on **Submit.**
5. Drop down **Reuse Question**.

Select one of these options:

   a. **Create Question Set –** Question sets are groups of questions that can be presented in a random fashion determined by the instructor.

     b. **Create Random Block –** A random block is a group of questions retrieved from a question pool. Questions are randomly retrieved from the selected question pool based on the question type and the number of questions available in the selected pool.

c. **Find Questions –** Select individual questions to add to your test.
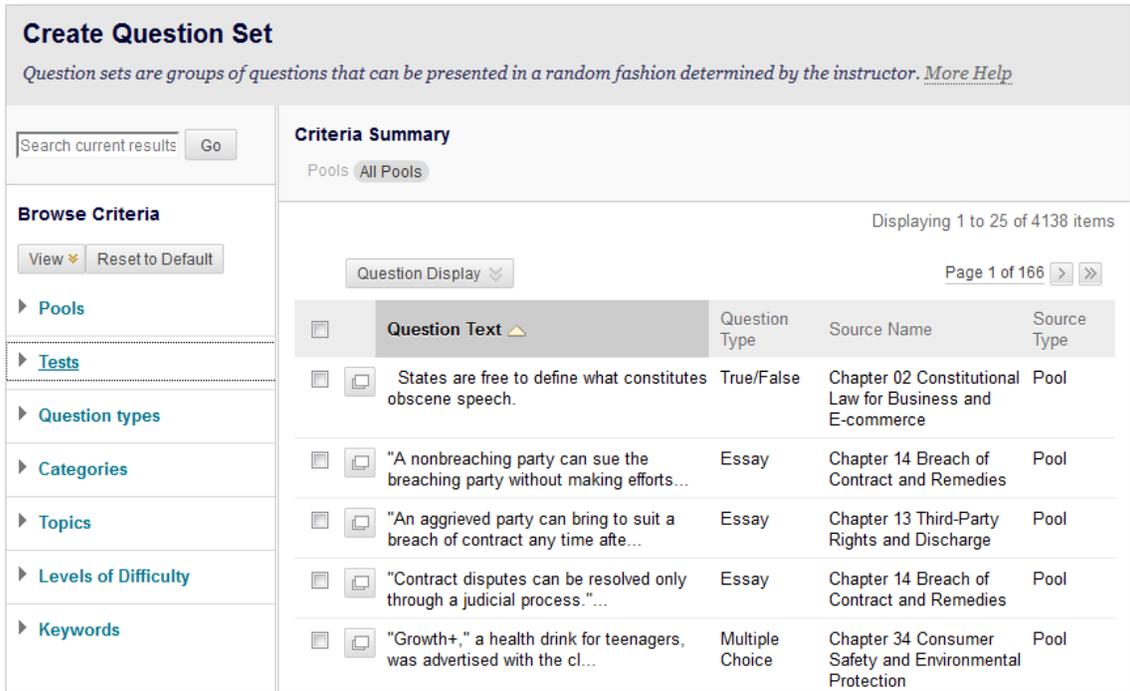
Example of Create Question Set

6. **After making your selection, a pop up will appear allowing you to select the questions you want.** The questions are typically organized by chapter and question type.

7. Select the questions you want using the check box to the left of the question. For a **Random Block**, select the criteria for the questions you want displayed. For example, Chapter 1 Multiple Choice questions.

8. Click on **Submit.**

9. For **Question Sets** and **Random Blocks,** set the number questions to display by clicking on number in the blue box. Change the number to what you want and click Submit.
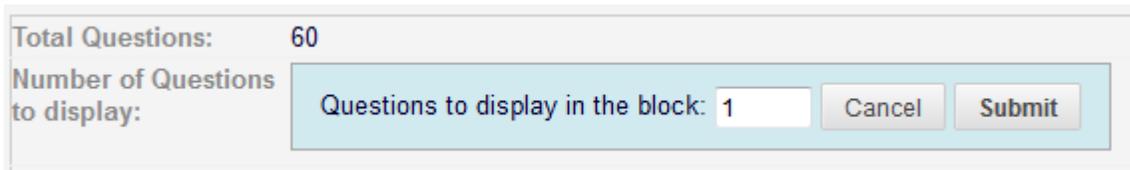
10. Click on **Ok** when you are done building your test.