
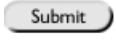



Creating and Deploying Tests in Blackboard

Create the Test



1. In the Control Panel, click Test Manager under the Assessment section
2. In the tool bar, click the  button. You will see a screen to enter Test Info.
3. **Name** – Be sure to give the quiz a name that makes sense (i.e. actually refers to the quiz) and is as short as possible. This name will be used to create a column in the Gradebook – keeping it short will keep your gradebook cleaner looking.
4. **Description** – Describe the test, for future reference.
5. **Instructions** – You may wish to provide the students with instructions on how to complete the test.
6. Click .
7. Note that you can edit this information at any time by selecting  on the right-hand side of the screen.

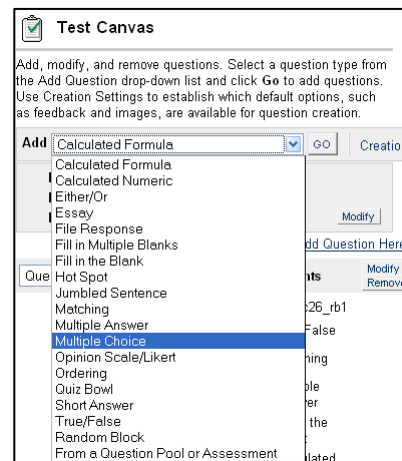


You have created an empty test which you will see listed in your Test Manager. You must now add questions to the test.

Creating new questions


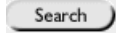

Make sure you are within the Test Canvas for the test which you want to add questions.

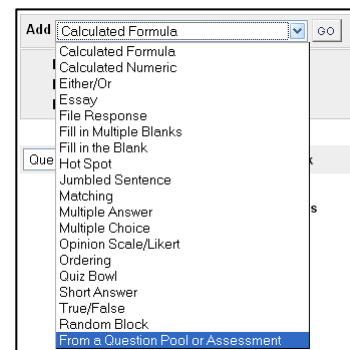
1. Use the **Add Question** drop-down menu to select the type of question you want to create. Click .
2. Enter the test questions and options.
3. Click  at the bottom of the page.



to

Add questions to tests from a question pool:

1. Make sure you are within the Test Canvas for the test to which you want to add questions.
2. Use the **Add Question** drop-down menu and select the **From a Question Pool or Assessment** option. Click .
3. Select the Pool or Assessment containing the question(s) you wish to add, and check the box(es) next to the type(s) of question(s) you are seeking. Click .
4. Check the box(es) corresponding to the question(s) you want to use. Click .


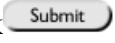



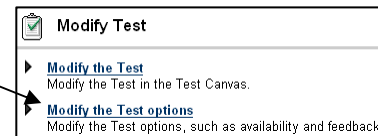
Deploy the Test

Releasing a test to the students is referred to as deployment. An assessment is deployed by adding it into your course content, followed by setting the specific time and dates for its completion. Please make sure you follow these steps carefully.

***Important:** You cannot move or copy deployed assessments (notice that the listing for a deployed test does not contain a Copy button, as other types of content do) once they are set up. If you need to change where the assignment is deployed, you will have to remove the original instance of the deployed assessment in the content area and add a new one. You will have to re-add any settings.

To Deploy an Assessment:

1. Go to the Control Panel of your course, then to the Content Area where you would like to add the assessment. If you want the assessment to be deployed from within a folder inside the content area, you must add the folder first.
2. Add to content area: Click the  button in the Add bar of the Content Area.
3. Select the appropriate assessment from the list, and click .
4. Your selection will be confirmed. Click .
5. Click on the link to **Modify the Test Options**.



Below are the test options. Please make sure to go through all of them carefully.

Set Test Availability Options

Do you want to make the link visible? This allows you to reveal/hide the test immediately. If you are setting release dates, be sure you set this option to YES.

Allow multiple attempts

Permit students to take assessment multiple times. Specify whether you would like unlimited attempts or a specific number. The score of each attempt will be recorded in the Gradebook. Blackboard allows you to specify which grade you would like to be displayed. (See the Gradebook handout)

Force Completion

Students must complete the assessment the first time it is launched. This setting prevents from getting back into a test if they exit without clicking Submit.

In the event that the student's computer crashes during a test, this setting would make it impossible for the student to get back in to continue the test. The timer on the test continues if the student leaves the test without submitting – so you don't need to worry about the student stretching a 30-minute time limit into 3 hours.

Set time limit

Set the amount of time students have to finish this test. If a student surpasses this time limit, they are not kicked out of the test. Instead, an exclamation point (!) will appear in the gradebook for that student – indicating that the instructor will need to grade the test. The clock will continue to run if the student leaves the test without submitting, even if Force Completion is not checked.

Display After / Display Until

Set the start and end dates and times for the test. Please note that the test is not visible to the students until it is available for them to complete it.

Set Password

This is most helpful when the students are completing the test in a class environment. The instructor will set a password and only tell the students in the room at the time of the test what the password is.

This can also be used to accommodate individuals who you allow to take the test at different times.

Choose Feedback Options

These options allow you to decide how much information is given to the students immediately after completing the test. This refers to tests only—survey options are similar.

- **Score only:** Only the final score is presented.
- **Detailed results:** The student's answers and final score are presented.
- **Show Correct Answers:** The student's answers and final score are presented, as well as the correct answers.
- **Detailed Results, Correct Answers and Feedback:** Student is shown everything above.

Choose Display Options**All at Once**

The student is presented the entire assessment on one screen

One at a Time

The student is presented only one question at a time.

Prohibit Backtracking

Prevent students from returning to questions they've already answered. (Only available if the questions display one at a time). We do not recommend this setting, as it prevents students from assessing the test and doing the questions in the order they prefer.

In a paper test, the student has the flexibility to do these things, so why limit them on an online test?

Randomize Questions **Recommended** (*if not using Random Blocks*)

Randomize the assessment questions for each assessment attempt (each student will see the same questions, but in a different order)