Creating Tests in Blackboard

Tests can be used to measure student knowledge, gauge progress, and gather information from students. It is recommended that students use a wired connection when they take tests. Wireless connections are more prone to network issues. The stability of the signal depends on how long and how much bandwidth students draw, similar to 4G phone data connections.

After you build a test, you create questions or add existing questions from other tests, surveys, and pools from within Blackboard. On the Question Settings page, you can adjust question settings. For example, you can set options for scoring, feedback, images, metadata, extra credit, and how questions are displayed to students.

These instructions demonstrate how to create a new test in a Blackboard course. You can also create tests using software that integrates with Blackboard such as Respondus Exam Creator. Please contact the Educational Technology Center to have Respondus 4.0 Test Authoring loaded on your system.

This image illustrates the test process flow within Blackboard

There are a variety of ways to prepare test questions for Blackboard.

- Type the questions one at a time in Blackboard.
  - See how enter each question type by viewing the videos found on the Blackboard.com website: Test, Pools, and Surveys

- Import a test bank provided by your textbook publisher.
  - Since the steps vary by publisher, see publisher’s instructions. Not all publisher provided test generators are compatible with Blackboard

- OR, type your test in Word or Notepad and use Respondus 4.0 to automatically format your questions for Blackboard. See resources on Respondus 4.0.

Request Support
ETC@mayo.edu
Create a Test

1. Click **Course Tools** in the Control Panel.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Test, Survey, and Pools**.
4. Click **Tests**
5. Click **Build Test**
6. Type the name of the test.
7. Add a short description about the test (optional). This text will be presented to your students before they begin the test
8. Type the test instructions. This will be presented to students during the test
9. Click **Submit**

Set the default test options including points per question, by selecting **Question Settings**. Make updates and click Submit.

1. Put your cursor on the **Create Question** button.
2. Use the pull-down menu to select the type of question.
3. Enter the question text and answer(s) depending on the question type.
4. Type feedback for incorrect and correct responses (optional).
5. Click **Submit** or **Submit and Create Another**
6. To create additional question, repeat steps 11-15.
7. When finished, click **OK**.

Deploy a Test

1. Navigate to a Content Area (Assignments, Course Documents, etc.)
2. Put your cursor on the **Assessment** button.
3. Select **Test**.
4. Click the name of the test you created.
5. Click **Submit**. This takes you to the **Test Options** page.
6. Modify the name and description (optional).
7. Click Yes next to **Make the Link Available**.
8. Add additional availability settings (optional).
9. Select an option from the **Self-Assessment Options**. The default setting is for the test grade to be included in Grade Center calculations.
10. Select option(s) for **Show Test Results and Feedback to Students**. The default is to show test questions and the score per question immediately after the test is submitted. You can change this option even after students have taken the test.
11. Set the Test Presentation mode.
12. Click **Submit**.
**Preview a Test**
This allows the instructor to take a test but does not record results in the Grade Center. (An alternative method is to use Student Preview mode to take the test. After taking the test when you exit Student Preview mode, select Keep the preview user and all data if you want to view the test grade in the Grade Center.)

1. Navigate to the content area where the test is deployed.
2. Click the test name.
3. Select the Begin button.
4. Modify the Settings for a Test
5. Navigate to the content area where the test is deployed.
6. Put your cursor on the test name.
7. Click the options menu (gray circle) to the right of the test name. Select Edit the Test Options.

**Create Test Availability Exceptions**
Test Availability Exceptions allow instructors to select one or more students and modify the test availability settings only for them. These exceptions are used to provide accommodations for selected students by allowing them more time or a different date to take a test.

1. Navigate to the content area where the test is deployed.
2. Put your cursor on the test name.
3. Click the options menu (gray circle) to the right of the test name. Select Edit the Test Options.
4. Scroll down to the Test Availability Exceptions section. Click Add User or Group.
5. Select the user or group the exceptions will be created for.
6. Click Submit.
7. Select the exceptions. Exceptions can be created for:
   8. Number of attempts
   9. Timer. When this option is selected, Auto Submit is also available. Auto Submit saves and submits the test at the end of the specified time, whether the student has finished or not.
10. Availability of test using start and end dates
11. Force completion. This option requires the student to complete the test in one sitting. They are not allowed to save the test and resume it later.
12. Click Submit.
Show Test Results and Feedback to Students

Some types of test questions can be automatically scored, and the results can be posted automatically in the grade center. Question types like short answer and essay where the instructor must subjectively evaluate the student's response will be listed as “Needs Grading” in the grade center. Feedback options allow instructors to customize the way test results and feedback are delivered to students. Grades and feedback can be released after the submission of a test, scheduled for a specific date or after all attempts have been graded.

1. Navigate to the content area where the test is deployed.
2. Put your cursor on the test name.
3. Click the options menu (gray circle) to the right of the test name. Select Edit the Test Options.
4. Scroll down to the Show Test Results and Feedback to Students section. Select options:
5. **When** - Use the pull-down menu to set the time when results and feedback are shown to students.
6. **Score per Question** - Shows students the score earned out of the points possible for each question.
   Please note that this default setting also displays all the test questions.
7. **All Answers** - Shows all the test questions and all answers including multiple choice options.
8. **Correct** - Shows all the test questions and the correct answers.
9. **Submitted** - Shows all the test questions and all the student's submitted answers.
10. **Feedback** - Shows instructor-generated feedback messages for each question.
11. **Show Incorrect Answers** - Shows all the test questions and indicates whether the student's answer was correct or incorrect. Does not show answers.
12. Click Submit.

Manage Due Dates and Late Submissions

1. Navigate to the content area where the test is deployed.
2. Put your cursor on the test name.
3. Click the options menu (gray circle) to the right of the test name. Select Edit the Test Options.
4. Scroll down to the **Due Date** section. Check the box next to Due Date.
5. Enter date and time information.
6. If late submissions will not be accepted, check the box **Do not allow students to start the Test if the due date has passed**.
7. Click Submit.

Additional Resources from Blackboard:

You can find more information about creating tests and quizzes on Blackboard's [Tests, Pools, and Surveys](#)

For more information about test question types see Blackboard's [Question Types](#)