Creating a Test in Blackboard

Getting Started with Tests

1. Click on your course name in Blackboard

2. Click on Course Tools

3. Click on Tests, Surveys, and Pools

4. Click on Tests

Tests, Surveys, and Pools

Tests are assessments that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

5. Click on Build Test

6. In the Name box type the name of your quiz

7. Click Submit
Adding a Multiple Choice Question to a Quiz

1. From within the Test Canvas, click on Create Question
2. Click on Multiple Choice
3. Enter the question in the Question Text box

   How often are the presidential elections in the United States?

4. In the Answer boxes, type in the answer choices
5. To indicate which choice is correct, click the button to the left of the correct answer

6. Click Submit
7. Once you have added the last question, click on OK in the lower right corner
Making Quiz Available

1. Click on the Assignments section of your course

2. Under Assessments, select Test

3. In the Add an Existing Test box, click on the name of the quiz

4. Click Submit
5. Next to Open Test in a New Window, click the Yes button

6. In the Test Availability section, choose the Yes button next to Make the Link Available

7. If there is a time limit on the test, click the box next to Set Timer section and select the amount of time students will have to complete the quiz

8. Click the box next to Display After and enter the date and time that the quiz will be available to students

9. Click the box next to Display Until and enter the date and time after which the quiz will no longer be available to students

10. Click Submit