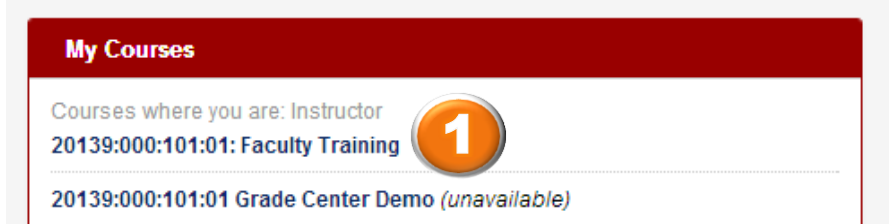


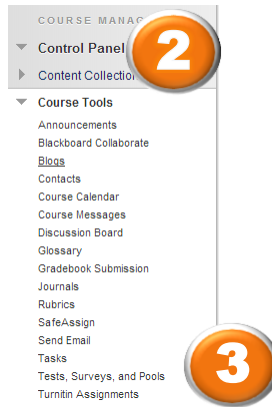
Creating a Test in Blackboard

Getting Started with Tests

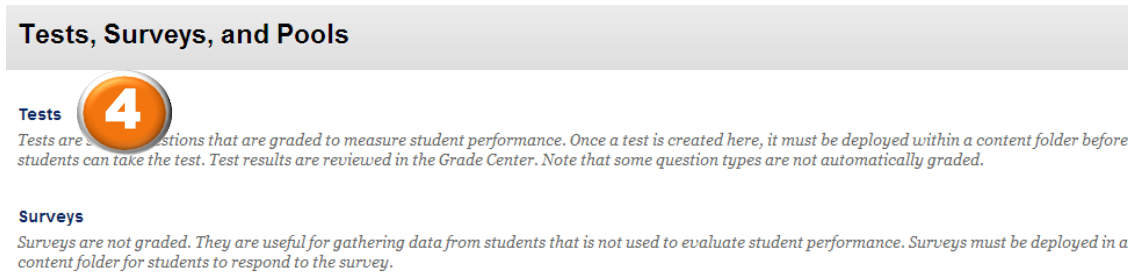
1. Click on your course name in Blackboard



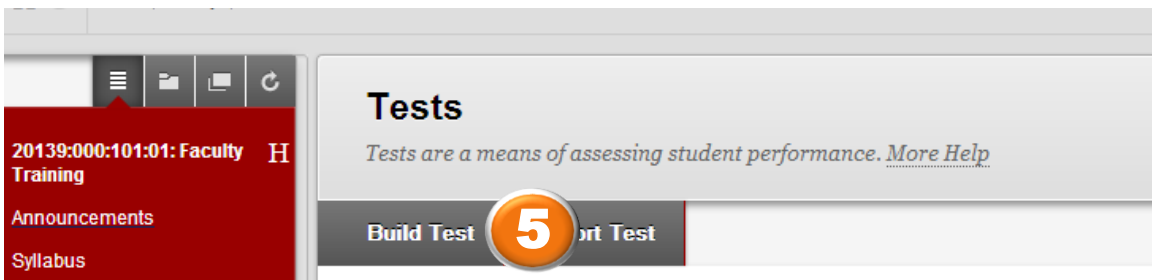
2. Click on **Course Tools**
3. Click on **Tests, Surveys, and Pools**



4. Click on **Tests**



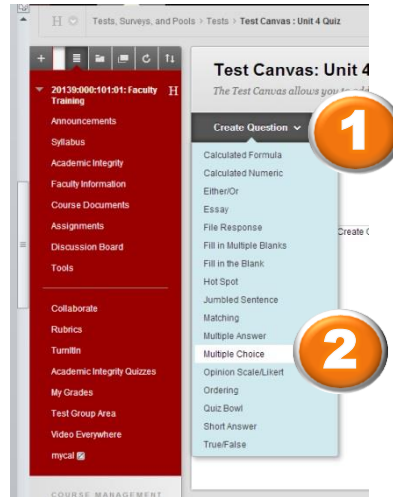
5. Click on **Build Test**



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

1. Question

Question Title

* Question Text

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

Correct

Answer 1

Every 5 years

Path: p Words: 2

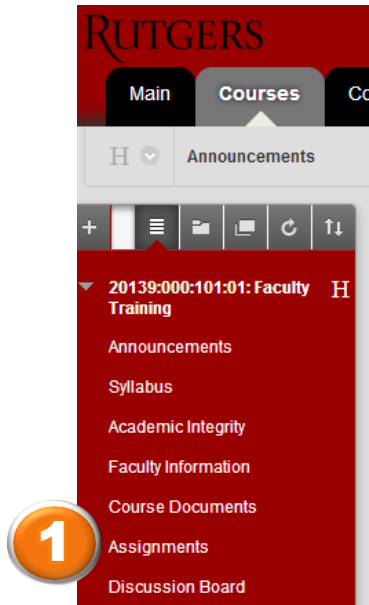
Answer 2

Every 4 years

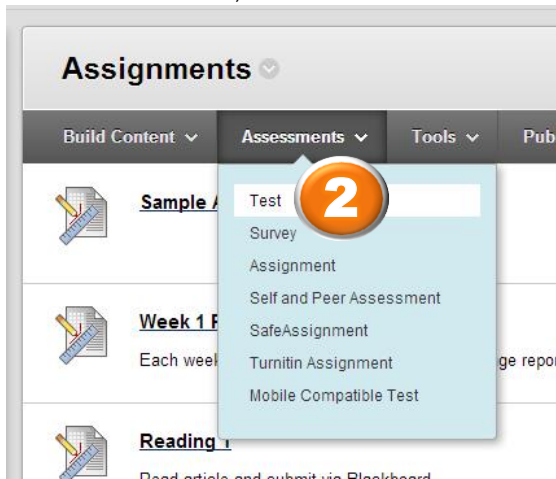
6. Click **Submit**
7. Once you have added the last question, click on **OK** in the lower right corner

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

Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Create

Add an Existing Test

Academic Integrity Quiz I
 Academic Integrity Quiz II
 Academic Integrity Quiz III
 Academic Integrity Quiz IV
 Quiz 1
 Quiz 2
 Chapter 3
 Practice Exam
 Unit 2 Quiz This exam will assess your understanding of the topics in Unit 1. This exam will be available from Wednesday at 5pm until Friday at 5pm. You
 Unit 1 Quiz

3

4. Click **Submit**

5. Next to **Open Test in a New Window, click the **Yes** button**

1. Test Information

* Name

Choose Color of Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Insert Link, Insert Image, Insert Table, Insert Video, Insert Audio, Insert Code, HTML, CSS.

Path: p Words: 0

Open Test in New Window Yes No



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**

2. Test Availability

6 Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

Once started, this Test must be completed in one sitting.

7 Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Hours Minutes

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**

8 Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

9 Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

10. Click **Submit**