



# Creating Tests in Blackboard

## Overview

Instructors can use Blackboard's assessment tools to test student knowledge, measure student progress and gather information from students. The tools enable you to create online tests and surveys using different question types such as multiple-choice, opinion scale, True/False or short answer. You can provide students with immediate feedback on tests and automatically grade (objective-type questions) and record student test scores directly in the **Grade Center**. Blackboard allows you to share your assessments with colleagues and import test questions from other courses or your textbook publisher's test bank. For more information on this topic, refer to our document on "Importing and Exporting Tests."

It is also possible to build tests and surveys offline (without Internet connection) using other test creation software like the one provided by your textbook publisher or Respondus, an application available to all Hunter faculty. Respondus, unlike Blackboard, allows you to import files in various formats, including MS Word. One advantage to using Respondus, is not only that you can create tests/surveys offline, but that you can import pre-existing tests you created in a word processor.

Hunter has a site license for two related products: Respondus and StudyMate. Respondus is a quiz/test/survey preparation tool, StudyMate is a tool to create interactive exercises for students. Respondus can be used to create/edit both conventional paper quizzes or online versions (in a format which can be easily imported to Blackboard, and Respondus is much more efficient than creating quizzes in Bb directly).

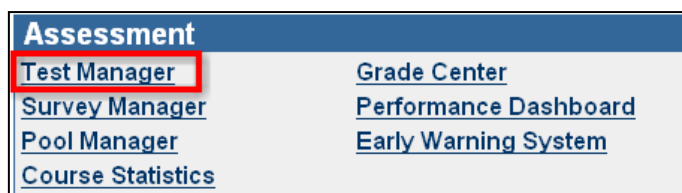
General information about these products on the vendor site: <http://www.respondus.com/>  
Free [download from Hunter](#) , you need your NetID and password to authenticate.

This document contains information on how to create tests in Blackboard and how to make these tests available to your students.

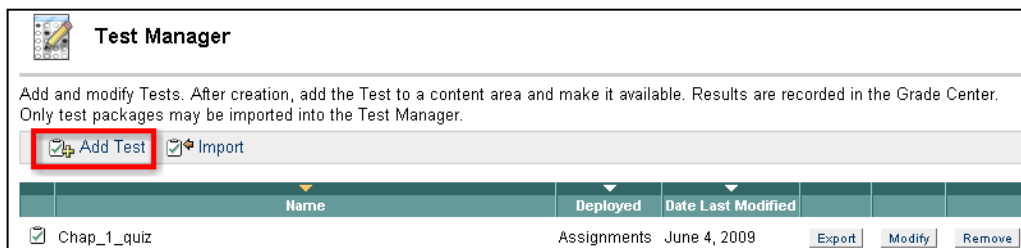
**Note:** Creating surveys is similar to creating tests. We will refer to tests in this document, but most of these instructions also apply to surveys.

## Creating Tests

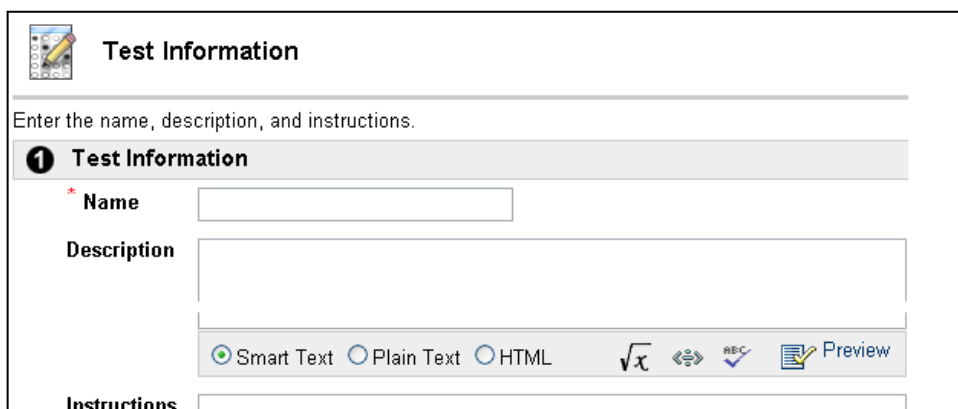
1. Go to the **Control Panel** and select **Test Manager** under **Assessments**.



2. Click on the **Add Test** button.

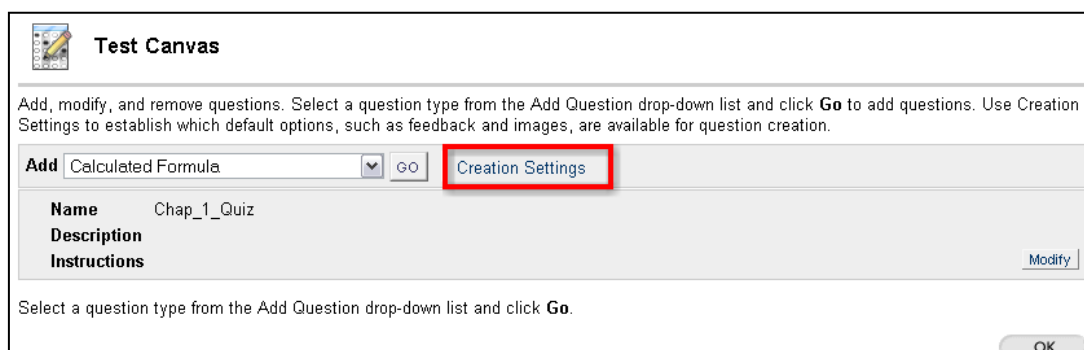


3. On the **Test Information** page, enter a name and description for your test. If desired, enter instructions for students taking the test. Click the **Submit** button to save the information.

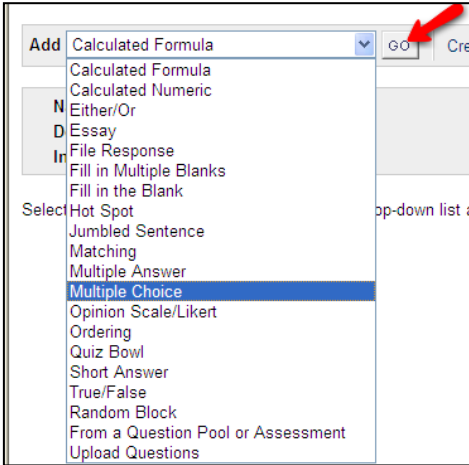


You will now see the **Test Canvas**, in which you create test questions.

**Note:** Before you create your test questions, you might want to review the **Creation Settings** to change the pre-set options. By default you cannot add images, external links or individual feedback for each response, unless you change the options in **Creation Settings**. For a more detailed explanation refer to the related document **Creation Settings**.

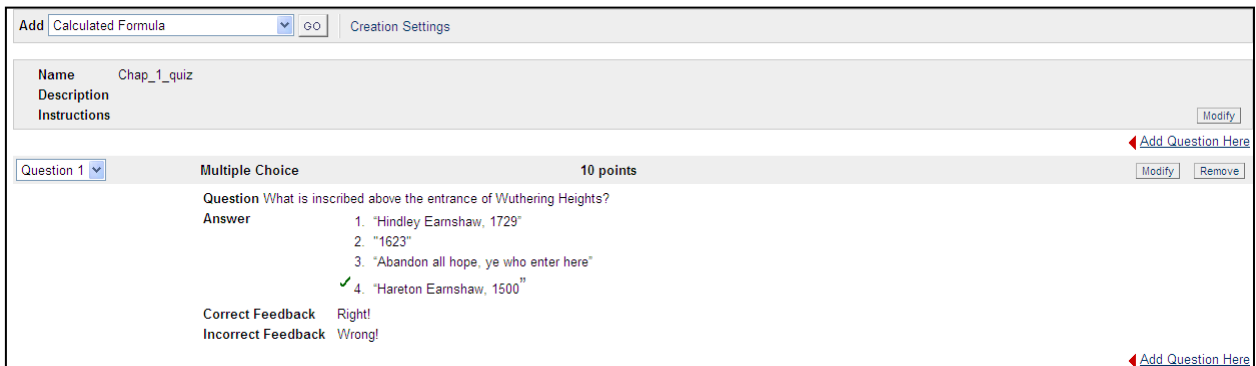


4. Select a question type from the **Add** drop-down list and click the **Go** button. In this example we selected the **Multiple Choice** question from the list.



**Note:** There are many question types and a few options for drawing questions from other sources (i.e., question pools, tests and surveys created previously in Blackboard). Refer to the “Question Types” document for a full description.

5. A form with options specific to the type of question you selected will appear. While some question types are relatively simple, others require several steps to create a question – just follow the instructions on the screen. Fill in the required information and click the **Submit** button to add the question to your test.
6. You will see the question you just created on the **Test Canvas** page that appears after submission.



7. To create additional questions, repeat steps 4 and 5. When you are done adding questions, click the **OK** button to return to the **Test Manager**.

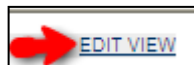
## Making Tests Available to Students

Once you have created a test, there is a two-step process for making it available to students:

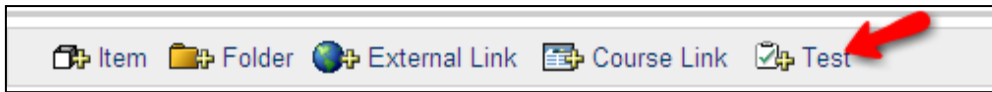
- you must create a link to it from a content area in your Blackboard course site, and
- you must modify the test options.

## Creating a Link from a Content Area

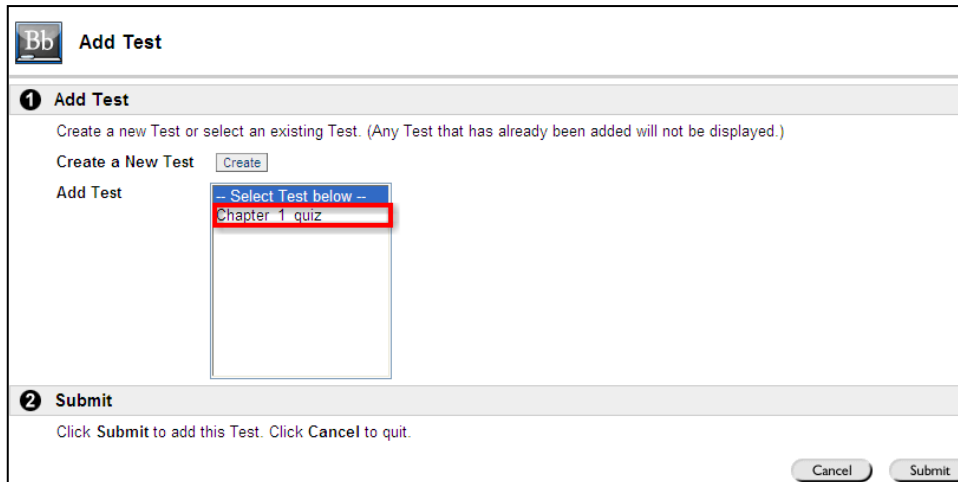
1. Go to **Content Area** in which you would like the test to appear. Click on the **Edit View** link on the top right-hand corner of the screen.



2. Click on the **Test** button at the top of the page.



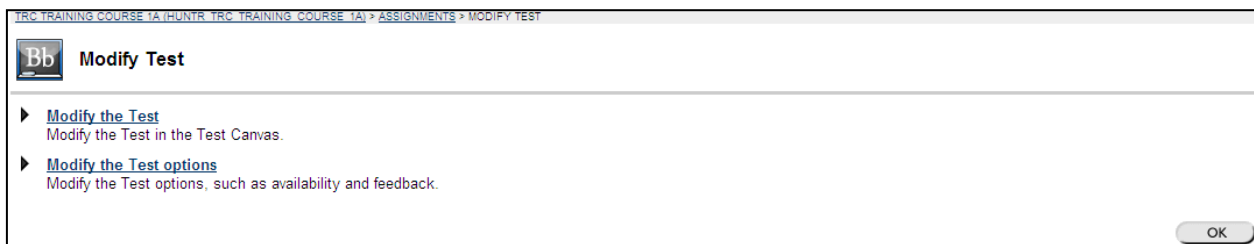
3. Select the test you wish to display from the list that appears and click the **Submit** button.



A confirmation page will display with a message that the test was added successfully.

4. Click **OK**.

## Modifying Test Options



The next screen will display the **Modify Test** page which allows you to:

- **Modify the Test**--clicking on this link takes you to the test canvas page to revise the test
- **Modify the Test options**--clicking on this link takes you to the **Test Options** page:
  - to modify the test information such as the test name and description
  - to select how and when the test is made available to students
  - to select what type of feedback students will see after completing the test
  - to specify how the test is presented to students when they take it
  - to determine how the test is treated in the **Grade Center**

For more details on test options refer to the “Modifying Test and Survey Options” document on our website.

**Note:** Students can review their tests results via the **My Grades** link on the navigation bar or by clicking on the test link in the content area. Refer to the “Reviewing Test Responses and Manually Grading Tests” for more information.