

Creating Tests in Blackboard

Overview

Instructors can use Blackboard's assessment tools to test students' knowledge, progress, and gather information from them. 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**. You can 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 video 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 are quiz/test/survey preparation tools. StudyMate is a tool to create interactive exercises for students. Respondus can be used to create/edit 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).

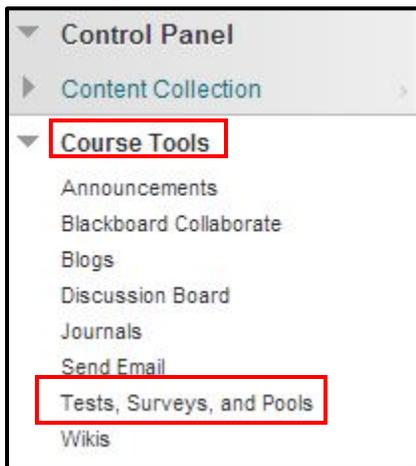
General information about these products on the vendor site: <http://www.respondus.com/>
Free [download from Hunter](#) , you need your Hunter NetID and password to authenticate.

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

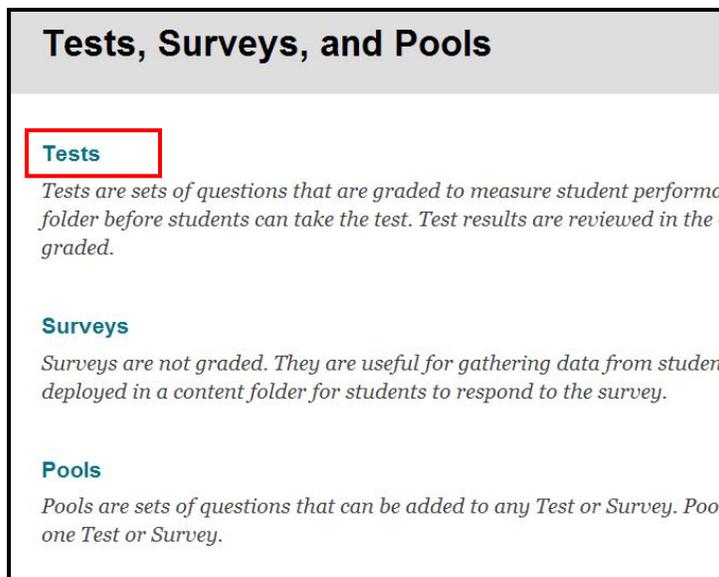
Note: Creating surveys is similar to creating tests. We will refer to tests in this document, but most of these instructions also apply to surveys.

Creating Tests

1. Go to the **Control Panel** and under **Course Tools**, select **Tests, Surveys, and Pool**.



2. On the **Tests, Surveys, and Pools** page, click on **Tests**.



3. The **Tests** page displays any existing tests and allows you to build new tests. There are two options that you can select.
 - a. **Build Test**: Allow the user to build the test in any way that he/she wants to.
 - b. **Import Test**: Import a test from another course.

To start building your test, click on Build Test.



4. **Test Information:** Enter the name for the test, description, and instructions. After you input a name, description, and instructions, click Submit to create the test.

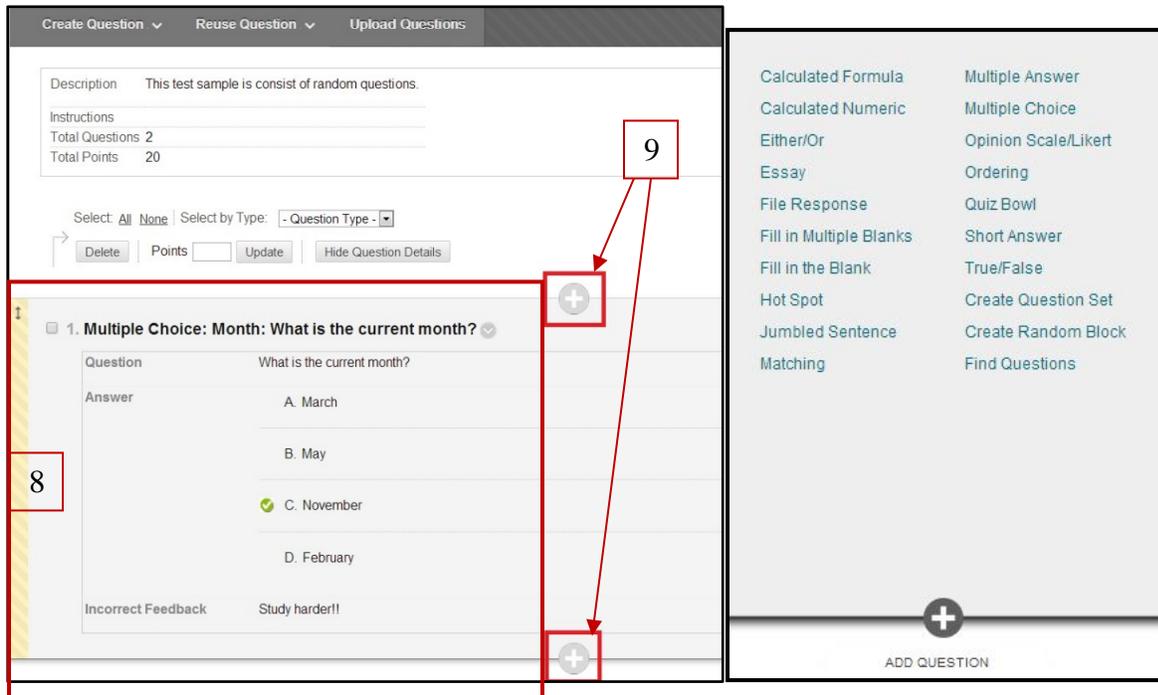
5. **Test Canvas:** Allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test.

Note: Before you create your test questions, you might want to review the **Question 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 **Question Settings**.

6. Select a question type from the drop-down list and click the question type you wish to create. 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).

- 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.
- You will see the question you just created on the **Test Canvas** page that appears after submission.
- Create Questions:** To create more questions for your exams, you can either click on **create questions** for the list of question types or click on the **+** sign as you mouse over the question.



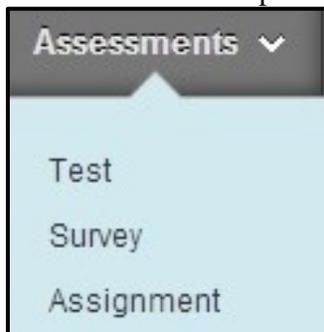
Making Tests Available to Students

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

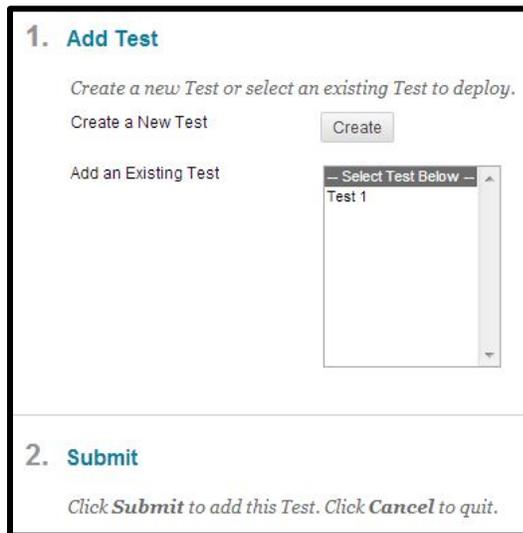
- You must create a link to it from a content area in your Blackboard course site, and
- You must modify the test options.

Creating a Link from a Content Area

- Go to a content area (e.g. **Course Materials**) where you would like the test to appear. Click on the **Assessment** drop-down list, select **Test**.



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



1. Add Test

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

Create a New Test

Add an Existing Test

Test 1

2. Submit

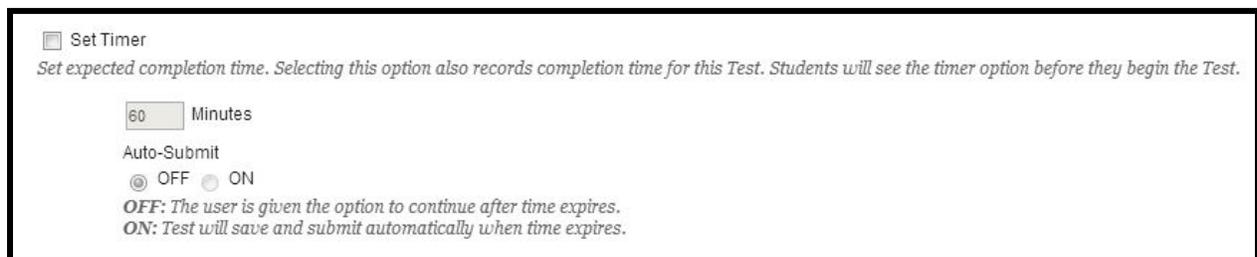
Click **Submit** to add this Test. Click **Cancel** to quit.

A confirmation page will display with a message that the test was added successfully, and the **Test Options** page will be displayed.

Test Options

The **Test Options** page allows you to:

- To modify the test information such as the test name and description
- To modify the test availability such as:
 - Allow the students to have multiple attempts.
 - **Force Completion**: Once started, this test must be completed in one sitting.
 - **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. By default, set timer is not checked. To enable the timer, you have to check the box.



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.

Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

- **Set Date**: Set a display date for the test to start and end.
- **Password**: Require a password to access this test.

- To modify the test exception.
 - **Test Availability Exception:** Specify different dates, times, and attempts for individuals and groups.

Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group

- **Due Dates:** Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed. Submissions are accepted after his date, but are marked Late.
- **Self-assessment Options:** If this test is a self-assessment, choose to include or hide the scores in the Grade Center. Note: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.
- **Show Test Results and Feedback to Students:** Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the event selected.
 - **When:** Choose when to show test results to students
 - **Score per Question:** Show question scores to students.
 - **Answers:** Show all possible answers, correct, and/or submitted answers to students.
 - **Feedback:** Show instructor feedback to students.
 - **Show Incorrect Questions:** Mark questions answered incorrectly.
- **Test Presentation:** You can choose how to present the test to your students. Choose All at Once or One at Time.

For more details on test options refer to the ‘Options for Presenting Tests and Surveys in Blackboard’ 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.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.