

# Creating Tests/Quizzes in Blackboard

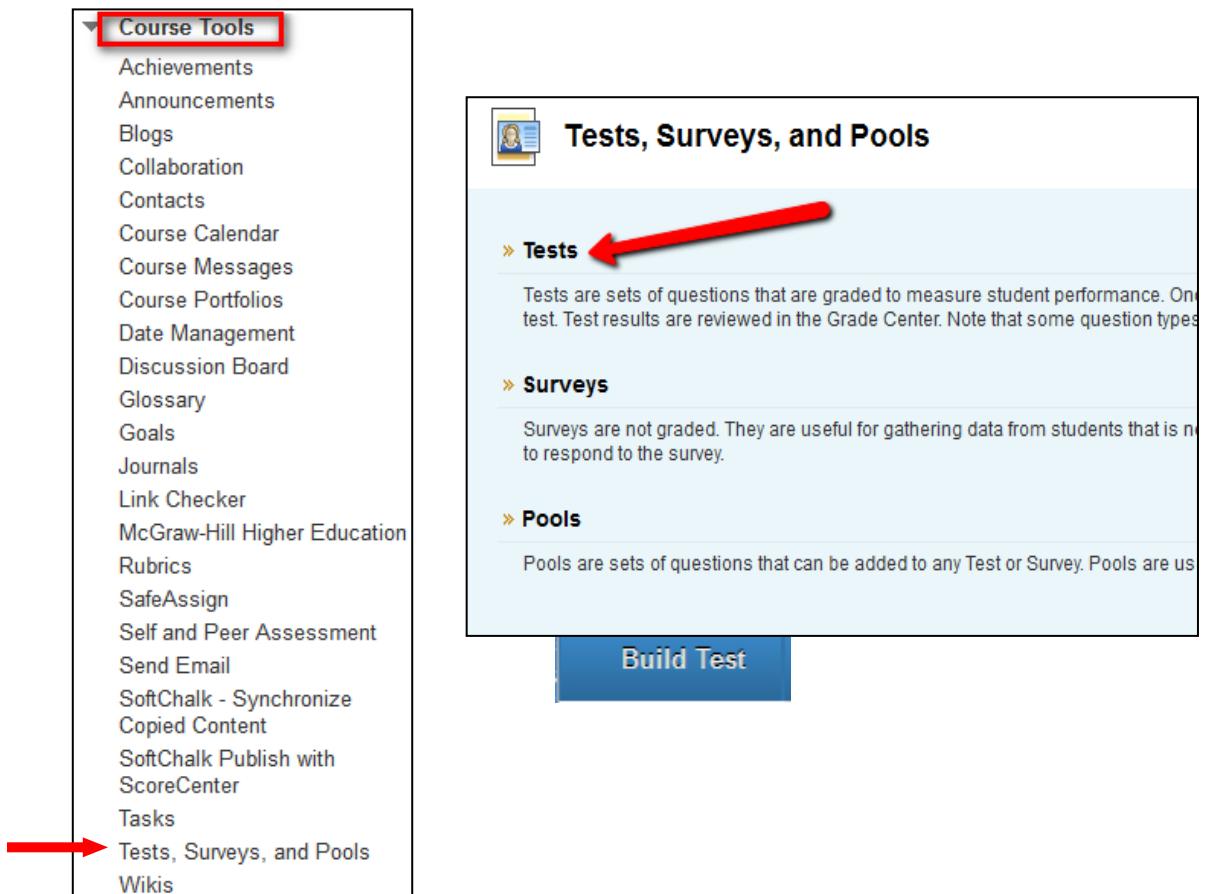
## Overview

Instructors can use Blackboard's assessment tools to test student's knowledge, progress and gather information from them. The tools enable you to create online tests, quizzes 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](#).

## Creating Tests

Go to the [Control Panel](#) and select [Tests, Surveys, and Pools](#) under [Course Tools](#).

On the [Tests, Surveys, and Pools](#) page, click on [Tests](#). The [Tests](#) page displays any existing tests and allows you to build new tests.



The image shows two screenshots from the Blackboard interface. The left screenshot displays the 'Course Tools' dropdown menu, with 'Course Tools' highlighted by a red box and 'Tests, Surveys, and Pools' indicated by a red arrow. The right screenshot shows the 'Tests, Surveys, and Pools' page, with a red arrow pointing to the 'Tests' link. Below the page content is a blue 'Build Test' button.

**Course Tools**

- Achievements
- Announcements
- Blogs
- Collaboration
- Contacts
- Course Calendar
- Course Messages
- Course Portfolios
- Date Management
- Discussion Board
- Glossary
- Goals
- Journals
- Link Checker
- McGraw-Hill Higher Education
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- SoftChalk - Synchronize Copied Content
- SoftChalk Publish with ScoreCenter
- Tasks
- Tests, Surveys, and Pools
- Wikis

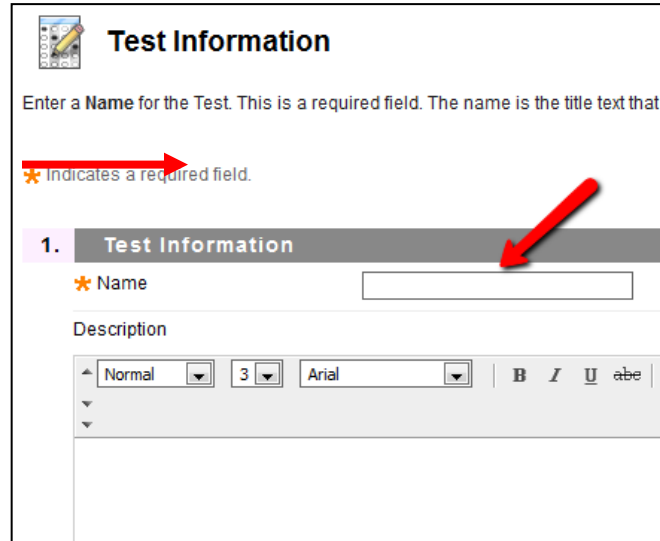
**Tests, Surveys, and Pools**

- » **Tests**  
Tests are sets of questions that are graded to measure student performance. On test. Test results are reviewed in the Grade Center. Note that some question types
- » **Surveys**  
Surveys are not graded. They are useful for gathering data from students that is n to respond to the survey.
- » **Pools**  
Pools are sets of questions that can be added to any Test or Survey. Pools are us

**Build Test**

On the [Test](#) page, click on Build Test.

- Then 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.



**Test Information**

Enter a **Name** for the Test. This is a required field. The name is the title text that a

\* Indicates a required field.

**1. Test Information**

\* Name

Description

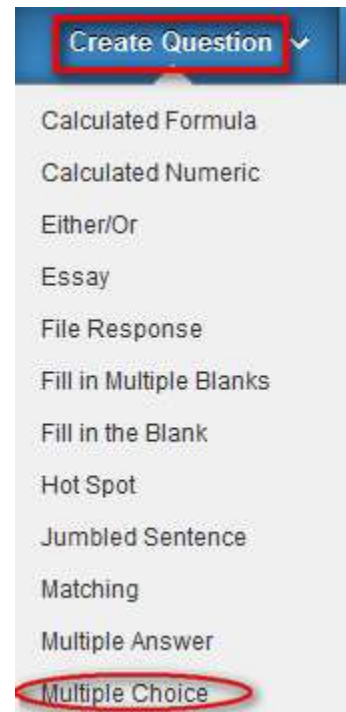
Normal 3 Arial B I U abc

You will now see [Test Canvas](#) in which you create test questions.

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.

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.



## Test Canvas: Quiz - Module Six - Citing Sources

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review

Create Question ▾

Reuse Question ▾

Upload Questions

Description

Instructions

Total Questions 10

Total Points 100

Select: [All](#) [None](#) | Select by Type: - Question Type - ▾

Delete

Points

Update

Hide Question Details

### 1. Multiple Answer: Module 6 - Question 1: You do NOT need to cite your source w...

Question	You do NOT need to cite your source when you:
Answer	<p>A. Use someone else's exact words</p> <p><input checked="" type="checkbox"/> B. Use an idea or fact that is common knowledge</p> <p>C. Paraphrase someone else's ideas</p>

To create additional questions, repeat the steps above. When you are done adding questions, click the **OK** button to return to the [Test Manager](#).

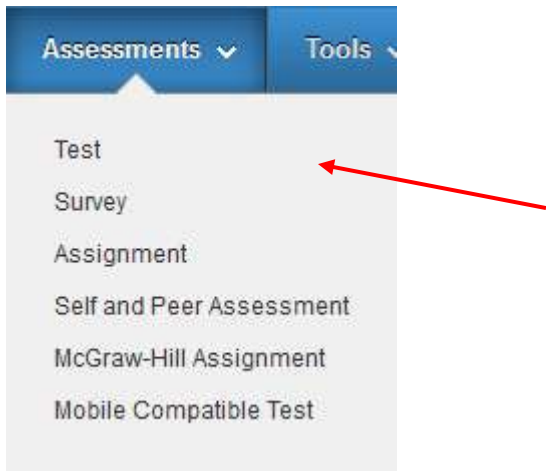
## Making Tests Available to Students

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

Go to [Content Area](#) in which you would like the test to appear. Click on the [Action Bar](#), from the [Assessment](#) drop-down list, select [Test](#).



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

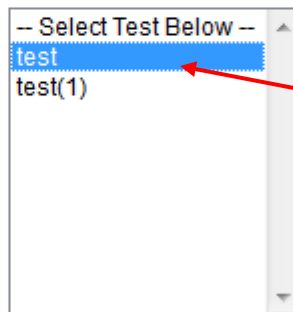
## ADD TEST

*Create a new test or select an existing test to deploy.*

Create a New Test

Create

Add an Existing Test



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

## Test Options

Success: test created.



## Test Options

Test Options control information about the Test,

The **Test Options** page allows you:

- 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**

**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.