CREATING A TEST

Master the process of creating a Test (Exam or Quiz) in Blackboard.
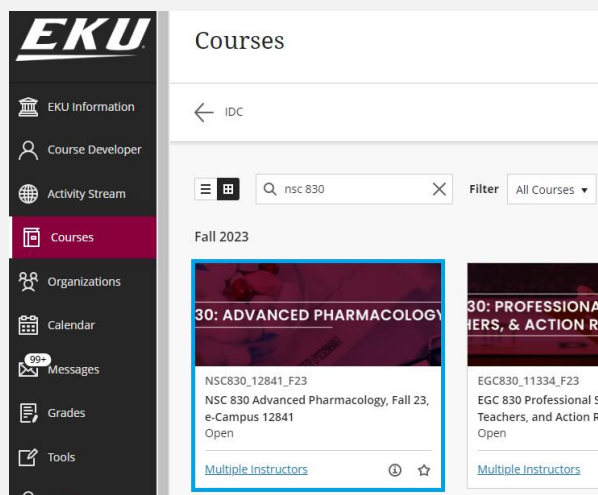
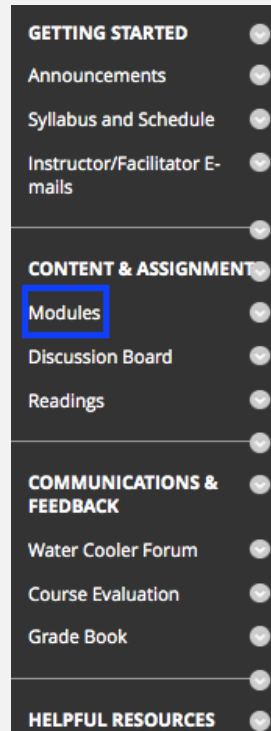| STEP 1	
Log into Blackboard.	

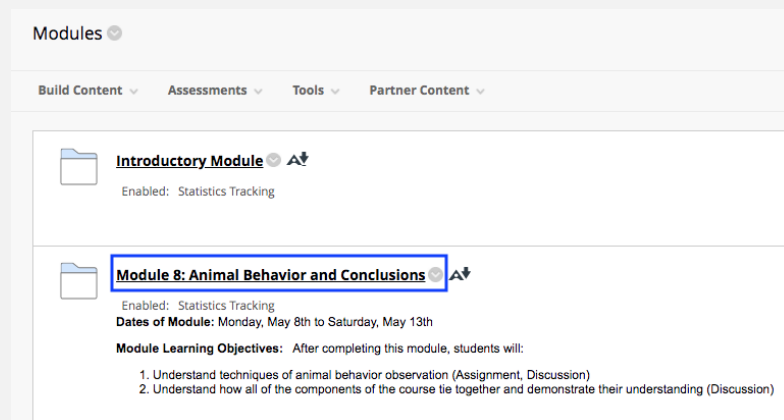| STEP 2	
Select the appropriate course.	

STEP 3

Click on the Content Area in the course's sidebar where you want to create your Test.

Most likely, you'll want to add course content to one of your Module Content Areas or your Exam Content Area.
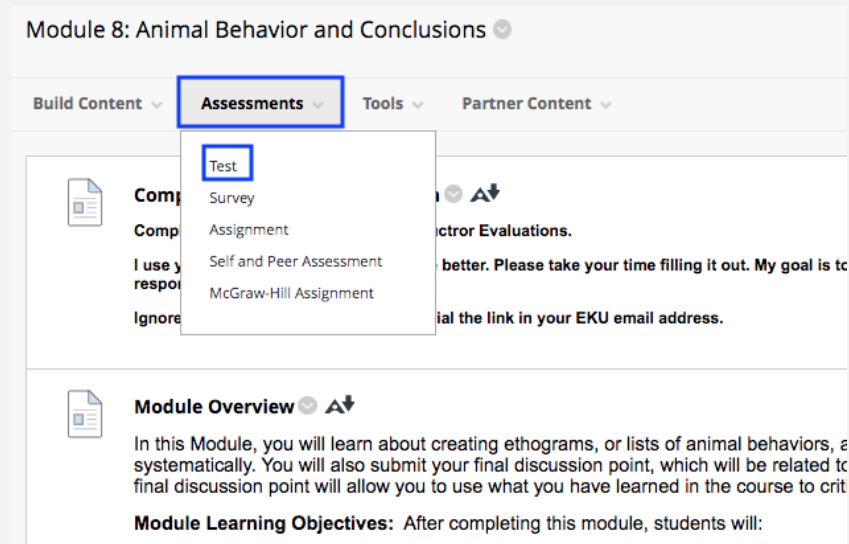
GETTING STARTED
Announcements
Syllabus and Schedule
Instructor/Facilitator E-mails

CONTENT & ASSIGNMENTS
Modules
Discussion Board
Readings

COMMUNICATIONS & FEEDBACK
Water Cooler Forum
Course Evaluation
Grade Book

HELPFUL RESOURCES

STEP 4

Select the Module where you want to create your Test.

Modules

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

Introductory Module
Enabled: Statistics Tracking

Module 8: Animal Behavior and Conclusions
Enabled: Statistics Tracking
Dates of Module: Monday, May 8th to Saturday, May 13th
Module Learning Objectives: After completing this module, students will:
1. Understand techniques of animal behavior observation (Assignment, Discussion)
2. Understand how all of the components of the course tie together and demonstrate their understanding (Discussion)

STEP 5

Hover your mouse over Assessments and select Test.

Module 8: Animal Behavior and Conclusions

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

Test
Survey
Assignment
Self and Peer Assessment
McGraw-Hill Assignment

Comp ctror Evaluations.

Comp

I use y better. Please take your time filling it out. My goal is to
respo

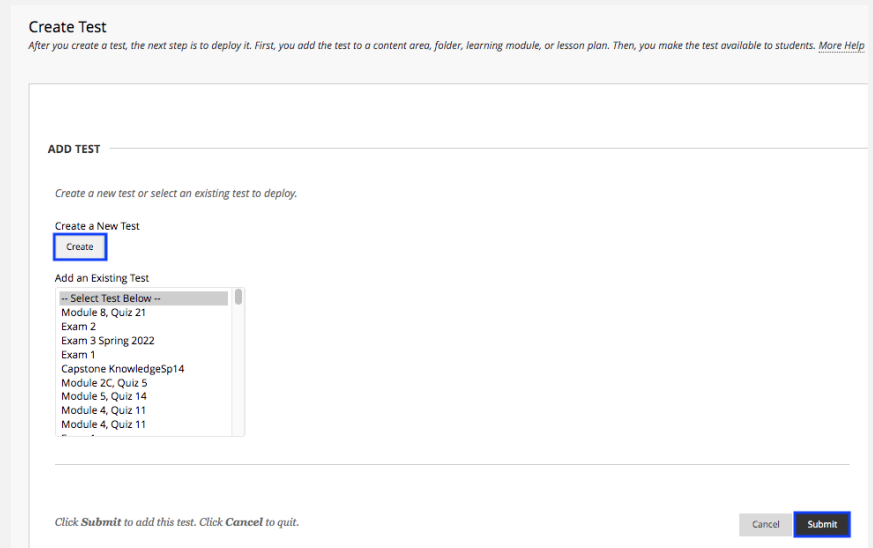Ignore ial the link in your EKU email address.

Module Overview ◎ A↓

In this Module, you will learn about creating ethograms, or lists of animal behaviors, a
systematically. You will also submit your final discussion point, which will be related to
final discussion point will allow you to use what you have learned in the course to crit

Module Learning Objectives: After completing this module, students will:

STEP 6

You can either add an existing test or create a new test.

Click Submit.

Create Test
After you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. More Help

ADD TEST

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

Create a New Test
Create

Add an Existing Test

-- Select Test Below --
Module 8, Quiz 21
Exam 2
Exam 3 Spring 2022
Exam 1
Capstone KnowledgeSp14
Module 2C, Quiz 5
Module 5, Quiz 14
Module 4, Quiz 11
Module 4, Quiz 11

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

Cancel   Submit

Input Exam information: Title, Description, and Instructions.

Let students know how many questions and points the test is worth.

You can also add attachments, like formula sheets, aids, or other relevant content.

Click Submit.

TEST INFORMATION

* Name
Example Exam

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Description Here

P   2 WORDS POWERED BY TINY

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Instructions Here

P   2 WORDS POWERED BY TINY

Click Submit to proceed.

Cancel   Submit

Hover over Create Question. Here you will select the question type desired.

Continue to add questions until you are satisfied. Carefully read through the settings/options as you create your questions.

You can also add feedback.

Test Canvas: Example Exam
The Test Canvas lets you add, edit, and reorder questions, as well as review a test. More Help

Create Question ⌄	Reuse Question ⌄	Upload Questions

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

This test has no que

Create questions or add questions

STEP 9

Hover over Reuse Question to create a question set that can be randomly assigned or create a random block of questions that students will be randomly assigned.

Test Canvas: Example Exam ⌄
The Test Canvas lets you add, edit, and reorder questions, as well as review a test. More Help

Create Question ⌄	**Reuse Question** ⌄	Upload Questions

Create Question Set
Create Random Block
Find Questions

Description   Decri

Instructions   Instructions

Total Questions 0
Total Points   0

This test has no questions!
Create questions or add questions from other resources.

STEP 10

Once the test is created, you can edit the Test Options. Hover over the down arrow, then select Edit Test Options.

You can also Edit the Test from this menu.

Module 8 Instr
Below is a list of
they are listed b
need to be sub

⊗
Edit the Test
Edit the Test Options
Make Available

pleted for Module 8. I strongl
rning of the material (**all disc**
13th, at 11:59pm).

1. Go over th
2. Complete
   ○ Read
   ○ **Due**
3. Contribute
   left).

Adaptive Release
Adaptive Release: Advanced
Set Review Status(Disabled)

m? ⊙ A↯ " Lecture.
avior Assignment.

59 p.m.
ledia Discussion Forum for N

Student Feedb
a week after gra

Metadata
Statistics Tracking (On/Off)
Student Activity
User Progress

o review individual feedback

Animal Behavi

Move

Item Analysis
Delete

Example Exam ⊙ ◀
   Availability: Item is hidden from students.
   Decription

STEP 11

Update test availability options:

Make decisions about number of attempts, forced completion, test timer, and availability dates.

TEST AVAILABILITY

Make available to students   ○ Yes ● No

Add a new announcement for this test   ○ Yes ● No

☐ Multiple Attempts
   ○ Allow Unlimited Attempts
   ○ Number of Attempts [ ]

Score attempts using   [Last Graded Attempt ▼]

☐ 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.

   [60] 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.*

☐ Display After [12/05/2023] 🗓 [02:27 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
☐ Display Until [12/05/2023] 🗓 [02:28 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password [ ]
Require a password to access this test.

STEP 12

Update test availability exceptions:

If you need to extend the deadline for a specific student, you can do that here.

Update the due date for the assessment.

TEST AVAILABILITY EXCEPTIONS

*Select **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 or participants to see group members. Select **Remove all Exceptions** to delete all exceptions for the test.*

NOTE:** If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have exception requirements, create new rules within the Adaptive Release settings. **Test availability exceptions only work if the Adaptive Release option is enabled.

[Add User or Group]

DUE DATE

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 this date, but are marked **Late**.*

☐ Due Date [ ] 🗓 [ ] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

   ☐ Do not allow students to start the Test if the due date has passed.
   Students will be unable to start the Test if this option is selected.

STEP 13

Update feedback and test presentation settings.

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 events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▾	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
----Choose---- ▾	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

TEST PRESENTATION

🔘 All at Once
Present the entire test on one screen.

⚪ One at a Time
Present one question at a time.

☐ Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

☐ Randomize Questions
Randomize questions for each test attempt.

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel   Submit

ADDITIONAL RESOURCES

- Creating Tests
- Question Types
- Editing Test Options
- Question Pools
- Question Sets
- Upload Questions