




Blackboard Quick Reference Guide

Creating & Deploying a Test

A test or quiz can be used to assess a student's knowledge. Blackboard assessments are automatically included in the Gradebook. You can create an assessment directly through the Test Manager or, as described below, through any Content Area.

 **Take Assessment Test #1**

Student View

Name: Test #1

Instructions: Answer the following questions to the best of your ability.

Multiple Attempts: Not allowed. This Test can only be taken once.

Force Completion: This Test can be saved and resumed later.


Question 1 Multiple Choice **2 points**

In the postwar South

- the economy was utterly devastated. [488]
- economic prosperity was enjoyed by both blacks and whites.
- the much-feared inflation never materialized.
- agriculture was damaged but Southern industry and transportation continued to flourish.

Creating a New Test from a Content Area

Step 1: From the Control Panel, select the Content Area where you want the test to appear.

Step 2: Click  **Test** from the Add action bar.



You can also create a new test based on an existing one.

Step 3: Click **Create** .

Step 4: Name the test (required), give it a description and provide student instructions.

Step 5: Click **Submit** .

Step 6: Click **Creation Settings** .

Step 7: Select the desired settings.

Step 8: Click **Submit** .

Adding Questions

Step 1: Select the desired question type from the *Add* drop-down list.

Step 2: Click  .




See the separate quick reference guide (“Using Assessment Question Types”) for information on the various types of questions.

Step 3: Enter the *Question Text* and *Point Value*.


- If made available, add any additional attachments (images, URLs, files, etc.) to the question.

Step 4: Enter the question answers (and indicate the correct answers).


- If made available, add any attachments to the possible answers.
- Provide optional feedback for correct and incorrect responses.
- If made available, categorize the question so you can use it in future assessments.

Step 5: Click  when you are finished with a question to add it to the test.

Step 6: Continue adding questions using the *Add* question drop-down menu. Click **OK** when finished.

Step 7: Click  and **OK** to submit the test to the content area.

Making a Test Available (Deploy)

Step 1: From the Content Area the test is located in, click  .

Step 2: Click on **Modify the Test options** link.

Step 3: Under this section, set *Make the link available* to Yes.

Step 4: Click  .

The test is now available to the students in the desired Content Area.



The screen a student sees after submitting a test includes: 1) student name, 2) course name, 3) test/survey name, and 4) date of submission. This screen can be printed by the student to verify completion of a test.



You can make changes to a test after making it available to students, but *only* in the area of revising text. Trying to add or remove questions or answers, or trying to change the point value of questions (after a student has taken the test), will corrupt the entire assessment. If you have to make such changes, then create a new test.

Customizing Test Deployment

Step 1: From the Content Area the test is located in, click [Modify](#) .

Step 2: Click on **Modify the Test options** link.

Step 3: Under the Test Availability section, you can:

- Generate an automatic announcement for the test
- Allow students to take the test more than once
- Force students to complete the test the first time it is launched
- Set a timer (a warning only)
- Determine when the test is available and/or not available
- Require students enter a password to access the test

Step 4: Under the Self-Assessment Options section, you can:

- Exclude the test from total calculations (e.g., “practice” test)
- Make the test score invisible to the instructor

Step 5: Under the Test Feedback section, you can determine which types of feedback will be displayed for students once they submit the test.

Step 6: Under the Test Presentation section, you can:

- Force students to see only one question at a time (and prevent going back to a previous question)
- Display questions in a random order for each attempt.