

# Create Test Overview

## Introduction

This handout provides an overview of building an online test in Blackboard.

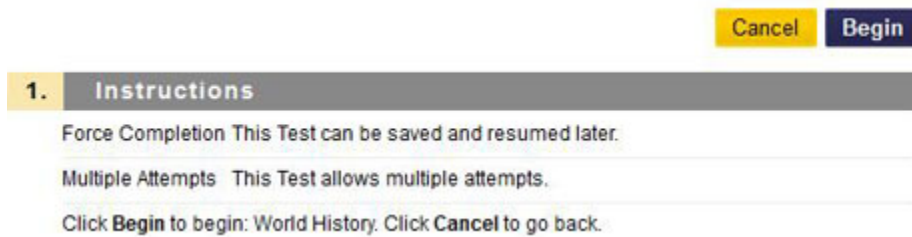
## Caution

- It is time consuming to create test questions from scratch within Blackboard. Please your ITC or the Respondus handouts to facilitate this process.
- Cheating on online tests is an ongoing concern. Your ITC can help you think through this.

## Create test

1. Navigate to the Tests, Surveys, and Pools area under Course Tools and select Tests.
2. Click Build Test.
3. Type a Name for the test.
4. Text in the Description field will display with the test link - that is, before the test is opened.
5. Text in the Instructions field will display after the test is open.
6. Click Submit.

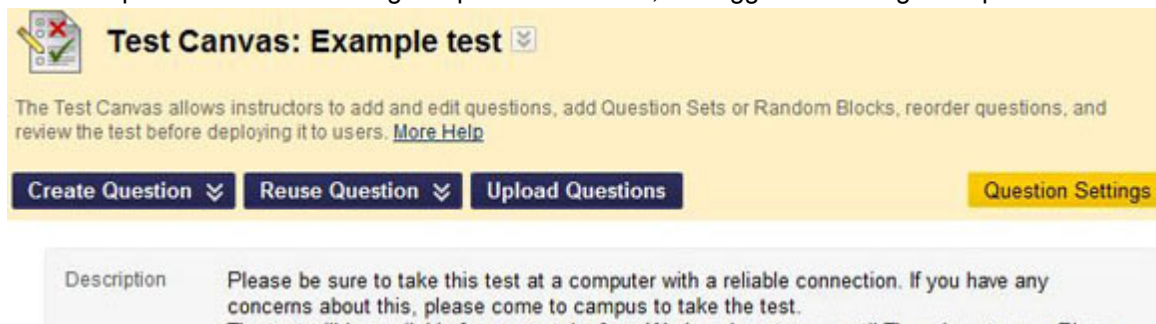
Note: when the test link is clicked, Blackboard displays other information about the test settings (see the example below.)



## Add questions

Blackboard provides multiple options for adding questions (see image below).

- a. Create Question - best for adding a question or creating a brief test.
- b. Reuse Question - for using questions existing in other tests or pools.
- c. Upload Questions - using Respondus is easier, so suggest not using this option.



Before adding questions, check the Question Settings.

## Question Settings

**1. Feedback**

Provide feedback for individual answers. Creates a feedback text field for each possible answer to a question. Note: here are feedback text fields for positive and negative responses for each question already.

**2. Images, Files, and External Links**

Add images, files, and external links to questions. Select to make these functions available when creating or modifying a question.

Add images, files, and external links to answers.

**3. Question Metadata**

Add categories, topics, levels of difficulty, keywords and instructor notes to questions. Select to make these functions available when creating or modifying a question. Metadata is useful when searching for questions.

**4. Scoring**

Specify default points when creating questions. Default point value

Use the currently assigned points when finding and adding questions.

Use default points when finding and adding questions.

Specify partial credit options for answers. Questions uploaded from Respondus are automatically given 1 point per unless they were otherwise set in Respondus. Partial credit is often used for Multiple Answer.

Provide option to assign questions as extra credit.

**5. Display**

Specify random ordering of answers. Note that random ordering of answers is the default.

Specify the horizontal or vertical display of answers.

Specify numbering options for answers. The default is to make these functions available for setting.

**6. Submit**

**TIPS for Question Settings**

- Several settings are automatically selected. If these are not desired, they must be unchecked.
- Random ordering of answers (#5) is the default. This means that the correct answer may be b. for one student but d. for another. Suggestion: let students know this ahead of time.

See Respondus handouts for uploading test questions. See Create Test from Existing Questions to draw questions from existing tests or pools.

When test creation is complete, click OK. See Deploy Test or Survey for the next step.