ACADEMIC TECHNOLOGY (ITS)
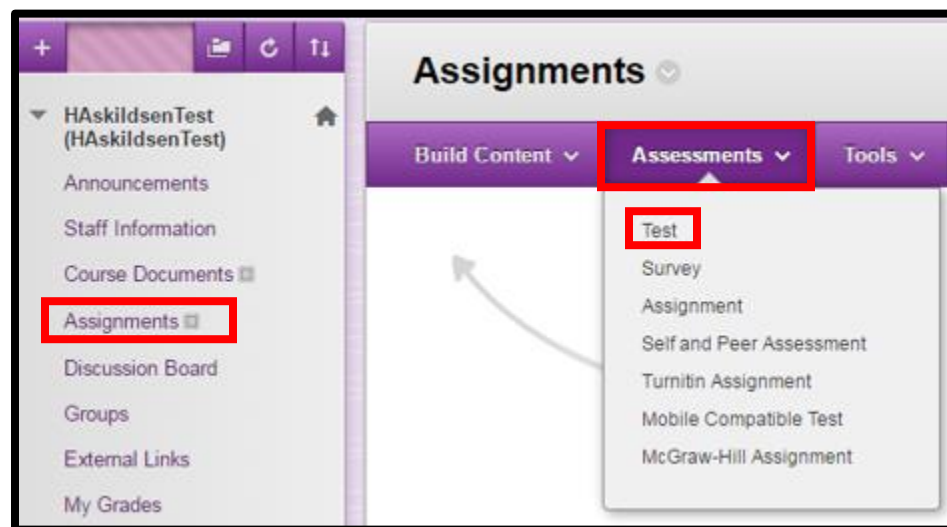
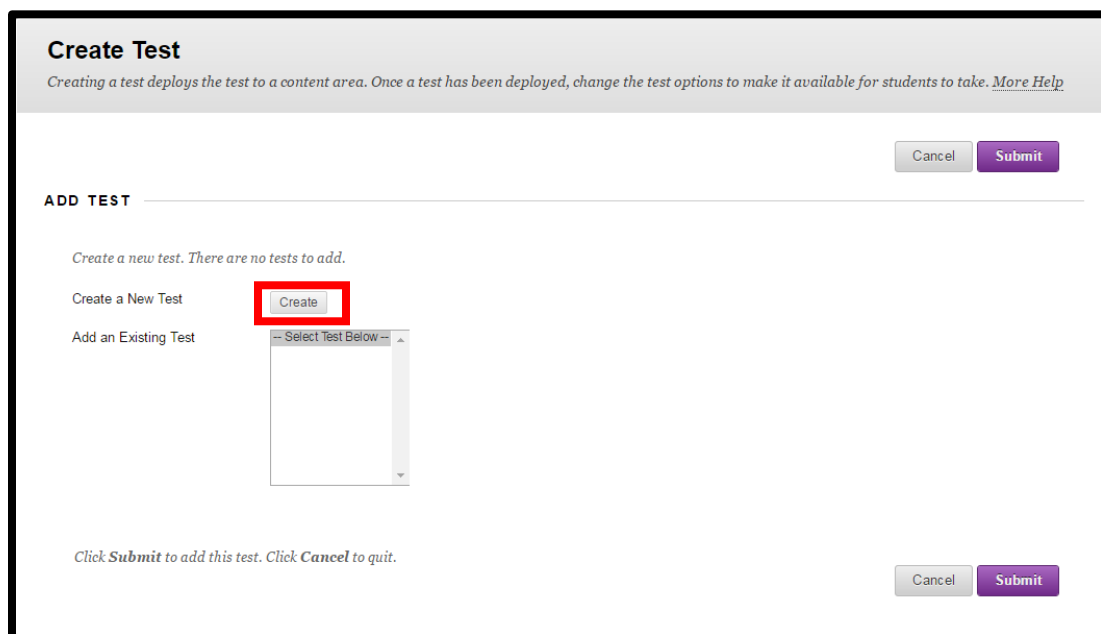PACE UNIVERSITY
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CREATE A TEST

Blackboard tests can be used to assess student understanding of a topic in the beginning of a course, and to assess student comprehension of course material.

1. Select the content area where you would like your test to appear and click Assessments > Test.

2. Click Create to create a new test.

3. Give your test a name and click Submit.

4. You can create new questions, reuse questions from a pool or another test, or browse for a local file. You can also modify settings for creating each question here.

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5. Click Create Question to start building your test.
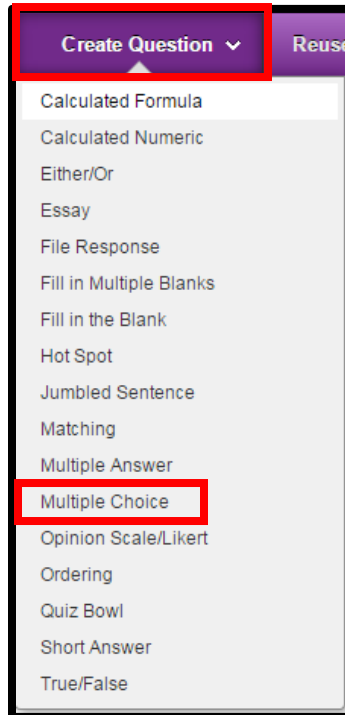
6. Add a question title if desired and input your question.

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7. Input the possible answers to that question, and be sure to mark the correct answer.

8. Click Submit and Create Another to continue adding questions of this particular type, and click Submit when finished.

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9. Click OK in the lower right hand corner.

10. The test that you have just created will automatically be highlighted. Click Submit to view the test options.

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11. You can customize the options so they best fit your course. You can set a time limit, force completion, limit availability, and/or add a password. You can add a due date, and prohibit backtracking all in this settings area. Once you are finished, click Submit.

TEST AVAILABILITY

Make the link available   ○ Yes ● No

Add a new announcement for   ○ Yes ● No
this test

☐ 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 [04/06/2016] [📅] [03:43 PM] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
☐ Display Until [04/06/2016] [📅] [03:44 PM] [🕐]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

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