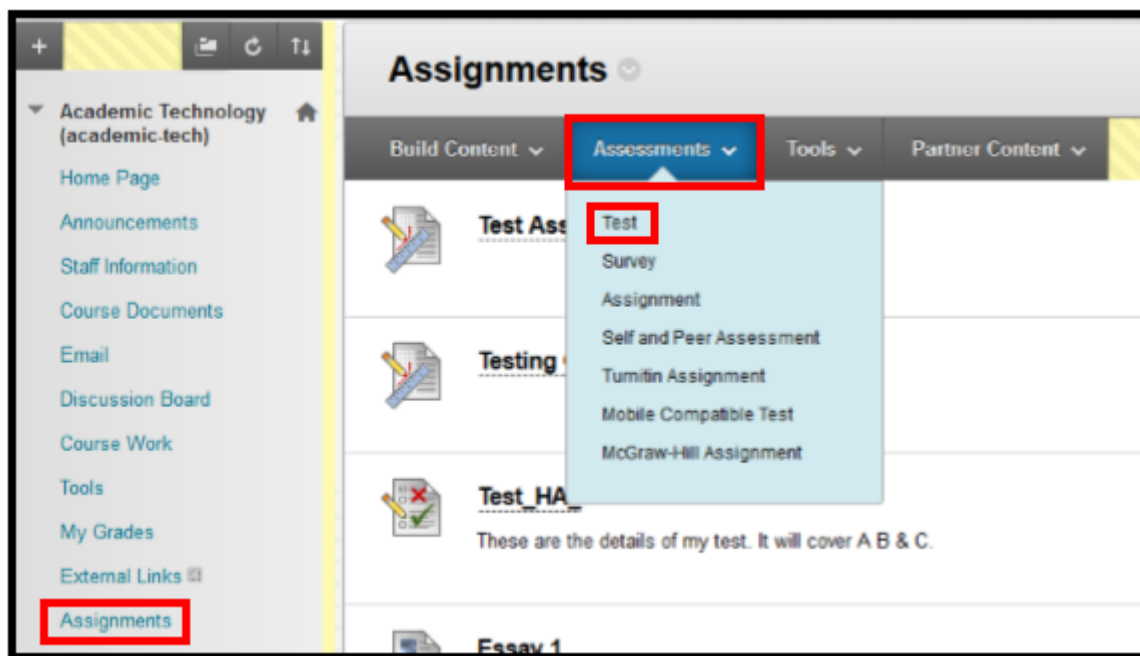




CREATE A TEST

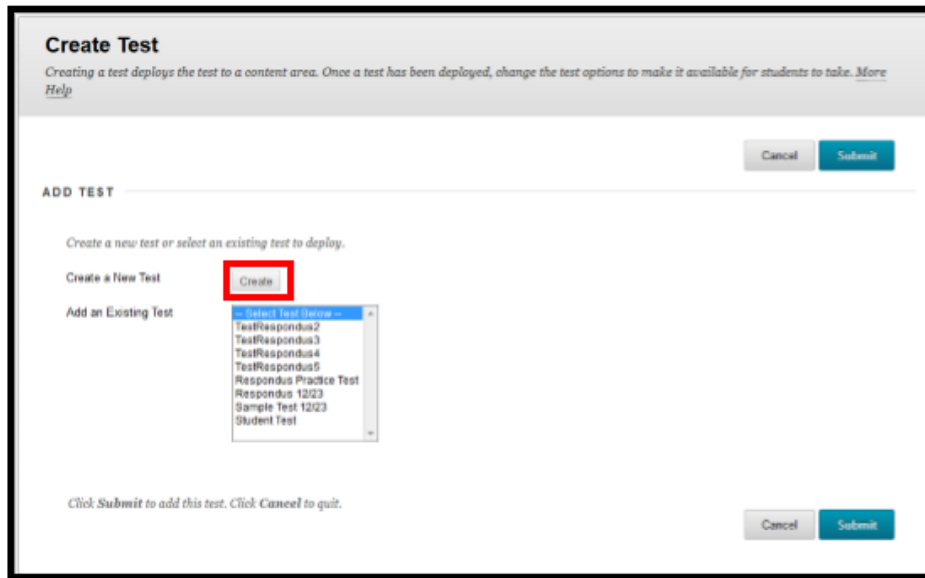
Blackboard tests can be used to assess student understanding of a topic in the beginning of a course, and to assess student comprehension of course material.

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.



Create Test
Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

Cancel Submit

ADD TEST

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

Create a New Test **Create**

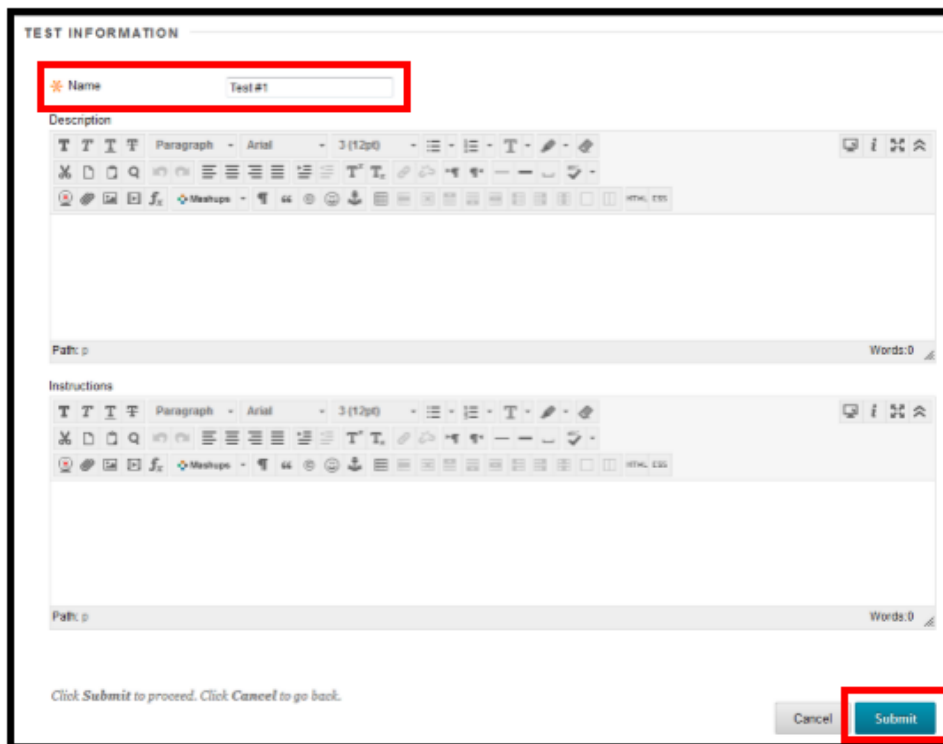
Add an Existing Test

- Select Test (None)
- TestResponse2
- TestResponse3
- TestResponse4
- TestResponse5
- Response Practice Test
- Response 12/23
- Sample Test 12/23
- Student Test

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

Cancel Submit

3. Give your test a name and click **Submit**.



TEST INFORMATION

Name

Description

Paragraph - Arial - 3 (12pt)

Path: p Words: 0

Instructions

Paragraph - Arial - 3 (12pt)

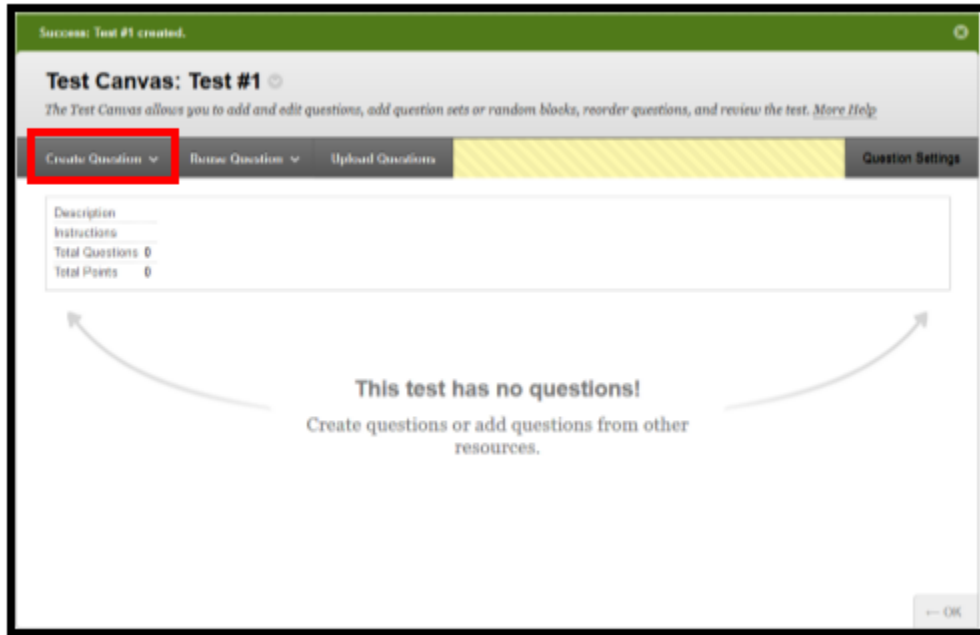
Path: p Words: 0

Click Submit to proceed. Click Cancel to go back.

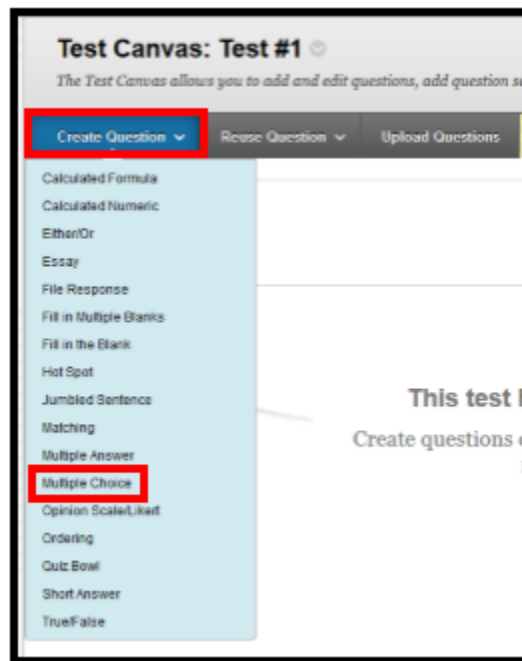
Cancel **Submit**



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.



5. Click **Create Question** to start building your test.





6. Add a question title if desired and input your question.

QUESTION

Question Title

Question Text

Who can help me with Blackboard at Pace University?

Path: p Words: 9

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

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

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1. Remove

Academic Technology

Path: p Words: 1

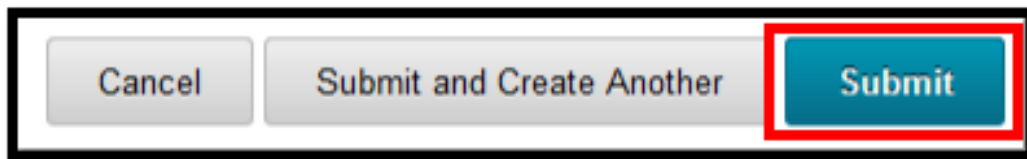
Answer 2. Remove

CTLT

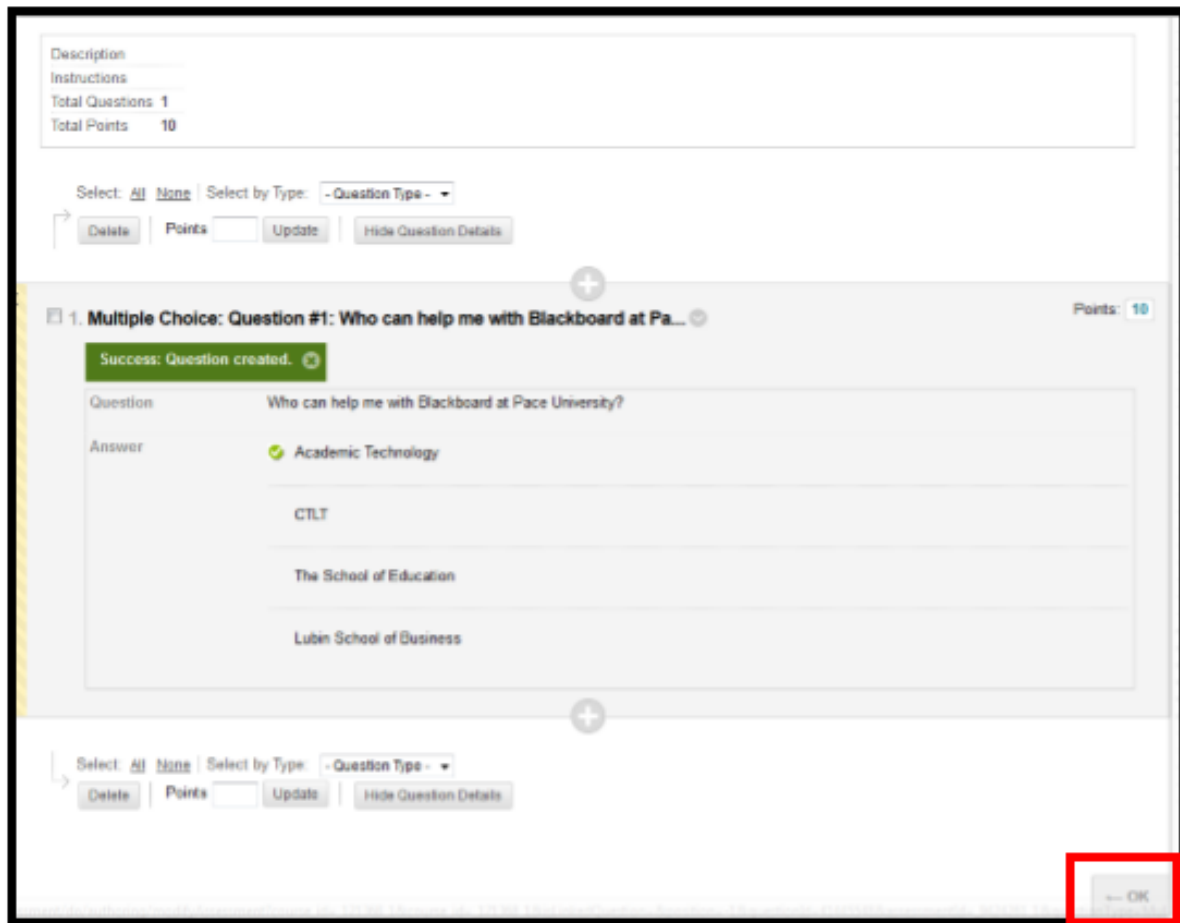
Path: p Words: 1



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



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.

ADD TEST

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

Create a New Test

Add an Existing Test

-- Select Test Below --
 TestResponsus2
 TestResponsus3
 TestResponsus4
 TestResponsus5
 Responsus Practice Test
 Responsus 12/23
 Sample Test 12/23
 Student Test
Test #1

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

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 this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

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.
 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

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password



Bb
DIGITAL
TOOLKIT

CLICK
HERE!



My Notes: