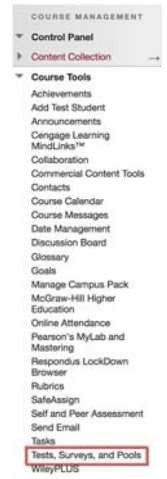# How to Create Blackboard Tests and Quizzes
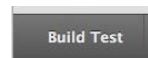
Note: *Blackboard provides an assessment tool in which faculty members can create an assessment with multiple types of question (multiple choice, true/false, short-answer, matching, etc.) to determine the students' level of understanding. While creating the assessment you can determine the point value for each question, include multimedia clips, etc.*
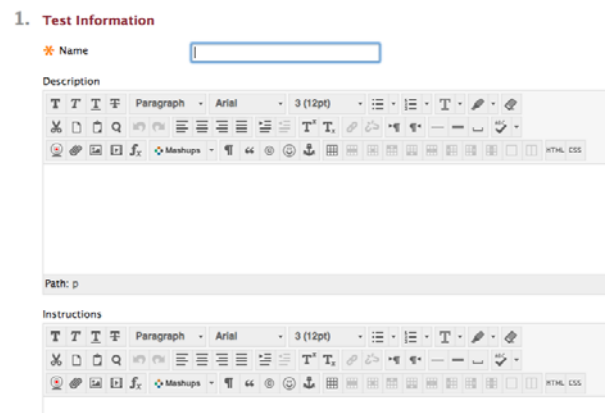
How to create a test/quiz

1. Log into the Blackboard course where you wish to add a test or quiz.

2. Under Course Management, click the **Control Panel** button.

3. Click the **Course Tools** button.

4. Near the bottom of the drop down, select **Tests, Surveys and Pools.**

5. From the next screen, click the **Tests** button.

6. Click the **Build Test** button.

7. In Test Canvas, under Section 1: Test Information, fill out the following:
   a. Name of the test,
   b. Description of the test,

Ex. This test covers Chapters 1-3 in your Textbook.

   c. Instructions the students need in order to complete the test.

Ex. This test is a timed test. You will have one hour to complete it. Once you start, you will need to finish it in one sitting.

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8. When finished, click the **Submit** button.

Cancel   **Submit**

Adjust the Test/Quiz Settings

Note: *It's a good idea to set up the Settings prior to creating questions. It is a step that is important, but often forgotten.*

1. Within the Test area, click the **Question Settings** button.

Question Settings

2. Within the new window, determine what settings you wish to have for your test or quiz

1. **Feedback**
☐ Provide feedback for individual answers.

2. **Images, Files, and Web Links**
☐ Add images, files, and web links to questions.
☐ Add images, files, and web links to answers.

3. **Question Metadata**
☑ Add categories, topics, levels of difficulty, keywords and instructor notes to questions.

a. **Section 1: Feedback** - after each question the student will receive the correct answer.

Note: *It is not recommended that you enable feedback or allow students to view the correct answers to the questions until all tests have been submitted. This prevents students from opening a new browser window and viewing the correct answers to a test as they submit their own.*

b. **Section 2: Images, Files, and Web Links** - if there will be any external links, images, or files added to a question or a submitted response.

c. **Section 3: Question Metadata** - this information is helpful when you use the question in the future within another test or quiz.

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d. **Section 4: Scoring** - determine what the default points will be for each question created. This does not prevent you from individualizing each question; it's a safeguard in case no points are added. In addition, you can provide extra credit questions and negative points for questions if needed.

4. **Scoring**

☑ Specify default points when creating questions. Default point value [10]
   ⦿ Use the currently assigned points when finding and adding questions.
   ◯ Use default points when finding and adding questions.
☑ Specify partial credit options for answers.
☐ Specify negative points options for answers.
☑ Provide option to assign questions as extra credit.

e. **Section 5: Display** - this section allows you to determine the order and layout of the questions to the students.

5. **Display**

☑ Specify random ordering of answers.
☑ Specify the horizontal or vertical display of answers.
☑ Specify numbering options for answers.

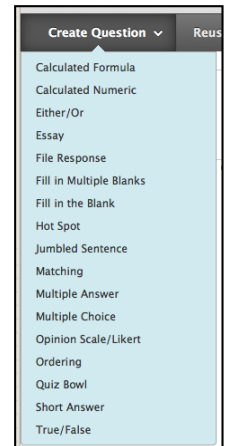3. When finished, click the **Submit** button.

Cancel   **Submit**

Create the Questions

1. In the new window, click the **Create Question** button.

2. From the drop down list, select one to begin creating the test.

Note: *The most commonly used question type is Multiple Choice. You can use any number of question types in a single assessment.*

3. Create as many questions that are necessary for the assessment.

Create Question ⌄   Reus

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

Note: *Once the student submits the assessment, Blackboard will automatically grade the items that it can (such as multiple choice or matching). If Blackboard can not finish grading the other types of questions it will leaves an indicator in the Grade Center that a test is available for you to grade. Once complete, the grade will automatically appear in the Grade Center. Located below is the list of question types and if the type of question needs to be manually graded.*

Question Type	Student Response	Notes	Manual Grade
Calculated Formula	Students taking the test will receive a random set of parameters and be prompted for an answer.	Answer sets are randomly generated. The question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum and a maximum value for each variable.	
Calculated Numeric	Student to enter a numeric answer in response to a question or formula. Question is similar to fill-in-the-blank.	The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.	
Either/Or	Students are presented with a statement and asked to respond either by: Yes/No Agree/Disagree Right/Wrong		
Essay	Students type or cut/paste a response in the essay field.	Instructors must grade this type of question manually although sample answers can be placed in the Reference section.	Yes
File Response	Users upload a file from the local drive as the answer to the question.	File Response could be used for prompting submission of a visual or audio assignment, or other submissions that are not text based.	Yes
Fill in Multiple Blanks	Similar to Fill in the Blank, but allows multiple blanks within the same question.	This question type uses variables to designate the different blanks.	Verify
Fill in the Blank	Students type the answer to the question.	Very sensitive to spelling and ordering mistakes on the part of the student.	Verify
Hot Spot	Students will click on certain areas of an uploaded picture, graph, grid, etc. to answer the question.	The student gets full credit if the location where they click is within a rectangular region of the picture set by the test maker.	

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Question Type	Student Response	Notes	Manual Grade
Jumbled Sentence	Allows students to compose a sentence or paragraph with multiple blanks by selecting answer choices for each blank from a single drop-down menu.		
Matching	Students match information from one column to answers in another column.	You can also include multimedia clips in your question column.	
Multiple Answer	Students can select multiple answers from the list.	Students respond to this question by clicking in a radio button.	
Multiple Choice	Students can only select one answer from the list by clicking on a radio button.	You are limited to 20 in the number of answer choices available.	
Opinion Scale/Likert	Student to choose from an instructor-specified number of answers. This question type is almost identical to a Multiple Choice question.	Question type based on a rating scale designed to measure attitudes or reactions. Users indicate the multiple choice answer that represents their attitude or reaction	
Ordering	Students must place a column of information in the correct order.	When you create the question you will need to put in the correct order; however, it will scramble them for the student view.	
Quiz Bowl	Questions must be a hand typed interrogative.	All answers must come in the form of a question.	
Short answer	Short Answer questions are similar to essay questions.	The length of the answer can be limited to a specified number of rows in the text box.	Yes
True/False	Students select either True or False.	No other wording options are available.	

Note: *If this is the last question of the test, make sure to click the **OK** button in the bottom right corner to save the test in preparation for deployment to the students.*