

Creating and Deploying Tests eLearning Blackboard Learn 9.1 for Faculty

Creating a test is a two-step process. First, you must create the test and then you can deploy it.

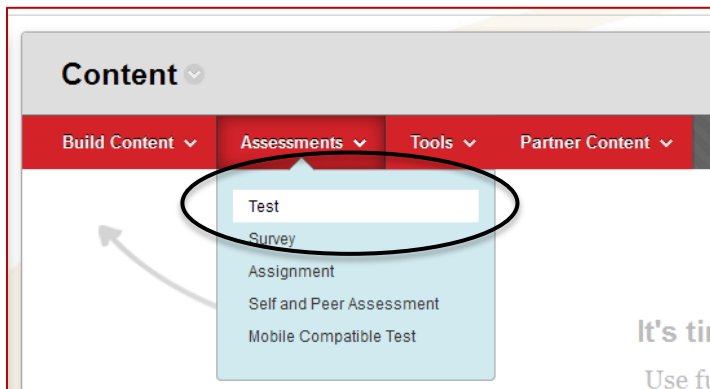
***Important Note: The test functionality in Blackboard can be very intense, and there are a number of details that this tutorial does not cover. Please work with an instructional designer when looking into the advanced functions of what tests can do. These instructions go over the simplest steps to create a test from scratch, without getting into the inner-workings and advanced features such as pools, test imports, and Respondus software.*

Test Tip: Tests are merely a tool that can be used to supply students with a set of questions they must answer. It's not exclusively to be used as a test, but can also be used as a worksheet that your students would normally receive in class.

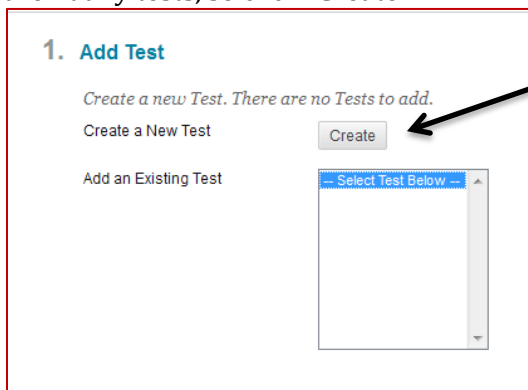
Creating a Test

First, navigate to the content area that you want to house access to the test. This is where you will “deploy” or “house” the link to the test.

Point to “Assessment” and click “Test”



The next screen will ask you to find an existing test. In the initial creation process, there aren't any tests, so click “Create”



You'll be brought to the test information screen. This screen is not the same as the one you will be using to customize the test, so other than a name for the test, you don't need to fill in any further information. That will be taken care of in the Deployment section. Click “Submit” when finished.

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Test Information
Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Description

Path: p Words: 0

Instructions

Now you'll be at the *Test Canvas* page.

Create Question Reuse

- 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

To begin, point to “Create Question” and select one of the questions.

*Note: Please refer to the “Test Question Type Database” for question type descriptions. Also, after selecting a question type, clicking “More Help” will show you a description of what the question is.

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from the question. [More Help](#)

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When you're finished adding questions, assign the point-value for each and click "OK" at the bottom right

1. Multiple Choice: What is the capital of New York? Points: 10

Success: Question created.

Question	What is the capital of New York?
Answer	<input checked="" type="checkbox"/> Albany
	<input type="checkbox"/> New York City
	<input type="checkbox"/> Syracuse
	<input type="checkbox"/> Rochester

Select: All None | Select by Type: - Question Type -

Delete Points Update Hide Question Details

← OK

Now, you will be brought back to the "Create Test" screen we were at earlier, but with the newly created test in the selection box.

Cancel Submit

1. Add Test

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

Create a New Test

Add an Existing Test

-- Select Test Below --

Exam 1

2. Submit

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

Cancel Submit

Highlight the test and click "Submit"

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Test Deployment / Test Options

The deployment stage is setting up exactly how the student will interact with the test. The screen you're on is called "Test Options".

1. Test Information

- **Name:** The name of the link students will click
- **Content Link Description:** What is the test about?
- **Open Test in a New Window:** When clicking the link, do you want students to have this open in a pop-up window. This could be thought of as an "open-book" test, where they can have the window open in one window and peruse the content of the course. *Note: a test can be manually opened in a new window by right-clicking.*

2. Test Availability

- **Make the Link Available:** This marks whether or not your students will have access to the test.
 - i. **Important:** Marking a test unavailable, including by date restrictions will limit their ability to retrieve feedback for their quiz. If you're not allowing multiple attempts, once they take the test, the link becomes a gateway for them to see feedback. There is no reason to make the test unavailable in this way. Display restrictions can automatically make the test available and unavailable. It's important to note that making the test unavailable AFTER the test is completed will hinder the students' ability to retrieve feedback.
- **Add a New Announcement for this Test:** This will automatically notify students via their announcements module that the test is posted.
- **Multiple Attempts:** This will let you set the number of attempts for the test.
- **Force Completion:** *This option should never be selected.* It forces a student to complete the test in a single setting, but doesn't compensate for WiFi disconnections or "Internet hiccups" that might occur and will lock them out of the test, which will cause you to have to reset the test for them and delay grading.
- **Set Timer:** This is where you would set up the option that most people think of with the above setting. You set a timer and can select "Auto-Submit" so that at the end of the time, the test will automatically be submitted.
- **Display After / Display Until:** These will automatically set the availability of the test between dates. *Note: "Display Until" is not the same as a Due Date.*
- **Password:** Will password-protect the test. A fun use for this: a professor had placed the password in some assigned readings and students had to find the password to access the test in order to take it.

3. Test Availability Exceptions:

- Exceptions can be made to the test availability rules set above.
- Exceptions can apply to individual students or groups of students. If you choose to use groups, please make sure to make the group unavailable if you do not want students to see who is in the group. *Note: Timer must already be enabled in the Test Availability rules above in order to set Timer exceptions. You cannot assign a timer to only a select group of students.*

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4. **Due Date:** This is to set the date the test is due. Submissions are accepted after this date has passed, but will be marked “Late” in the grading process. You may disable students’ ability to start the test after the due date.
5. **Self-Assessment Options:** Allows students to assess themselves.
 - **Include this Test in the Grade Center Score Calculations:** Grade center items are shown, but not included in the calculations.
 - **Hide Results for this Test Completely:** Scores are completely hidden, but columns are shown.
6. **Show Test Results and Feedback to Students**
 - Test results and feedback can be customized based on completion or date. For example, immediately after a test is completed, a student can see their score, but once everyone has completed theirs, they can go back and see correct answers.
7. **Test Presentation**
 - You can choose to present the test all at once or one question at a time. If you choose the latter, you can opt to prohibit backtracking.
 - Either option you choose, you can randomize the question order. When creating the questions for the test, you can also randomize the answers for question types like multiple-choice.

When you’re finished, click “Submit”

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Tests Checklist

Here is a printable checklist you can use to give yourself confidence that you have covered all bases.

- Are your questions formatted correctly? (P.2)
- Are the questions weighted properly via the assigned points on the test canvas? (P.3)
- Is the test available? (P.4)
- Is "Force Completion" unchecked? (P.4)
- If any students need test availability exceptions, have they been made? (P.5)
- Have you emailed DesignHelp@Cortland.edu with any questions about things you're unsure of?