Blackboard’s assessment feature **Test** provides instructors with a form for building online assessments using different question types. These assessments provide students with immediate feedback, are automatically graded, (with the exception of essay questions), and scores are logged into the online gradebook. Instructors can use the Assessment features to test student knowledge, measure student progress, and gather information from students. Instructors can also change points for automatically-scored tests, or enter points and feedback for essay questions through the Grade Center.

NOTE: Make sure **Edit Mode is ON**. The Edit Mode control is located in the top far-right of the course page.

Decide from where you will create a new test. There are two places from which to create a test for your course:

- **Method I - Control Panel, Tools > Tests, Surveys, and Pools > Tests > Build Test**
  - This method provides centralized access to all tests, surveys, and pools in the course. Here you build the test, then deploy it at your convenience. Deployment involves adding the test as a link and setting the test options, such as availability, attempts, time allowed, and feedback shown to students.

- **Method II - Content Area page (or folder or learning module within content area) > Create Assessment, Create Test > Create**
  - The advantage of this method is that you follow a sequential process from creating the test to deploying it, all at once if you want.

**Method I – Create a Test from the Control Panel, Tools**

1. Under the Control Panel click course Tools
3. On the Tests, Surveys and Pools page, click Tests
4. The Test page displays tests that are already in the course. From this page you can choose Build Test or Import Test. Click the **Build Test** button.

5. A **Test Information** window opens; add a Name for the test and title it **Week 1 – Test** (or whatever week number this test refers.) Type in the Description for the test and any Instructions you may have regarding the test. Click **Submit**.

**The Test Canvas**

The Test Canvas page displays the test name, description and instructions. Before you start building a test, you must change the Question Settings first. Questions Settings control the options available.

6. On the **Test Canvas** page, click **Question Settings** button found to the right of the page.
7. On the **Test Question Settings** page, select the options you want to make available - selecting an option does not force you to use that option in each question. Click **Submit**.

8. Create questions for the test/quiz. There are a variety of question types available. Click on the Create Question button, and a contextual menu opens of question choices. Add the required information and click **Submit**. The question text is required, indicate the correct answer and record the numerical point value for the question. Repeat the process for all questions in the test.
Types of Questions
There are sixteen types of questions you can use in assessments. These include:

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay/Short Answer
- File Response
- Fill-in-multiple-blanks
- Fill-in-the-blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answers
- Multiple choice
- Ordering
- Opinion Scale (Likert)
- Quiz Bowl
- True/False

Brief descriptions of each question type follows:

**Calculated**: Calculated questions require students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specified range, are automatically generated for each variable in the question.

**Calculated Numeric**: The Numeric question type (also referred to as "Calculated Numeric Response") is similar to the Fill-In-The-Blank question type except that the answer must be a number, or a value within a range of numbers.

**Either/Or**: The Either/Or question type is essentially a multiple choice question that offers preset answer choices. After entering the question wording, one of the following answer sets can be selected: Yes/No, Agree/Disagree, Right/Wrong, True/False.

**Essay/Short Answer**: Essay questions are similar to Fill In The Blank questions. You must provide students with a question or statement, and students enter an answer into a text field. Blackboard’s software does not grade essay questions automatically as it does for most other question types. An instructor must enter the Attempt Details in the Grade Center and assign points to each essay question. Once this has been completed a final grade can be assigned to the assessment.

**File Response**: This question type requires the user to upload a file as the answer to the question. The answer must be graded manually in Blackboard.
Fill-in-multiple-blanks: This question type is used when multiple blanks are wanted for a fill-in-the-blank question. When creating the question, square brackets [x] indicate where the blanks will appear in the question.

Fill In The Blank: You can also build Fill In The Blank questions, where a student can type a word or series of words into a text field.

Jumbled Sentence: This question type displays a sentence with some parts of the sentence as variables. The user selects the correct answer for each variable from a drop-down list to assemble the sentence.

Matching: Matching questions are good for items that belong in pairs, such as indicating which word goes with each definition.

Multiple Answer: Multiple answers are similar to multiple choice, except they permit more than one acceptable answer.

Multiple Choice: In multiple-choice questions, you ask a question, and students indicate the correct answer by selecting a radio button. There is no limit to the number of answer choices you can create.

Ordering: Ordering questions permit the student to designate a hierarchy for lists or indicate the correct order of items.

Opinion Scale (Likert): The Opinion Scale question type is essentially a multiple choice question that pre-populates the following answer choices: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable.

Quiz Bowl: Quiz Bowl is similar to the approach used in the television game show "Jeopardy" where the answer is displayed to the user and the question must be entered in a text box.

True False: True False questions are similar to multiple choice, but have fixed answer options of TRUE and FALSE.
9. You may edit questions.
   a. Click on the down chevron arrow found next to the question title.
   b. You may change points for the questions by clicking in the points box and typing in the numerical value.
   c. Or you may Select All or select each question box to update the point value to reflect the point value you type in the box, click Update.
   d. Test questions may be reordered using the sort arrows.
   e. Then click OK when done.

Upon completion of the test, it will remain in the test manager for holding until it is deployed.
Deploy a Test

10. The test can be deployed in a specific content area, inside a folder or a learning module. A test can only be deployed once in a specific place in the course in the content area click Create Assessment and choose Test.

11. On the Create Test pages highlight the test to be deployed and click Submit.

12. A Test Options page appears. The information can be edited to show specific options. Under Test Availability options, select Yes to make the test link available, OR release dates may be chosen. If the Availability option is still set to Yes, you may choose display dates to release the test at a specific time.
   a. Fill in the Test Information.
b. Fill in the Test Availability
Make the test available or not, set up multiple attempts, force completion, set the timer, or set release dates if you make it available, or choose to require a password for the test.

![Test Availability Diagram]

- Make the link available
- Add a new announcement
- Multiple attempts
  - Allow unlimited attempts
  - Number of attempts
- Force completion
  - Test must be completed the first time it is launched.
- Set timer
  - Set expected completion time. Selecting this option also records completion time for this test.
    - Hours
    - Minutes
- 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
  - Require a password to access this test.
  - Enter password

![Password Field]

(c) Choose a due date for the test to be completed.
(d) Choose Self-assessment Options – it is recommended that you select the Include this Test in Grade Center Score Calculations.
e. Choose the Test Feedback (what the students will see after completing the test). It is recommended you share the score, submitted answers, and the other feedback items at your discretion with students.

f. **Test Presentation** – One at a Time is recommended by some instructors, as they feel this reduces the chance of printing the entire test and sharing questions by students. Also, selecting Randomize Questions prohibits students from collaborating as they take the test on their personal computers.

g. Click **Submit**.
Method II - Create a Test from the Content Area

1. Create a New Test from a content area. From the Create Assessment button, choose Test.

2. On the Create Test page, choose the Create a New Test button.

3. A Test Information window opens; add a Name for the test and title it Week 1 – Test (or whatever week number this test refers.) Type in the Description for the test and any Instructions you may have regarding the test. Click Submit.
4. On the Test Canvas, do the following:
   a. Click Creation Settings to define what options will appear as you create questions.
   b. Decide how to populate this test with questions:
      - Create Question: Choose from various question types.
      - Reuse Question: Choose to either: Create a random block of questions for the purpose of a randomized or scrambled test, or Find existing questions in a pool or test to add to this test.
      - Upload Questions: Upload questions from a specially formatted text file
   c. On the Test Canvas, click the **OK** button when finished working with creation settings and questions. You can always come back to the Test Canvas later to continue to add, modify, or remove questions.
5. Deploy this test so it can be taken. The test is not visible to students until a link to it exists on a content page, and you make the link available. Select the test and then click **Submit**.

6. A Test Options page opens. The options such as availability, attempts, time allowed, and feedback shown to students are managed through this page where the test is deployed. Please see Page 5, Step 12 of this tutorial for information about setting Test Options.