

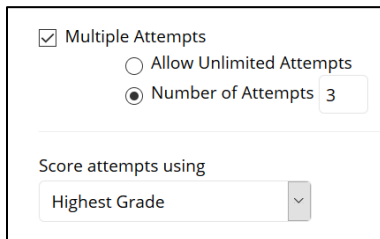
Blackboard Original Testing Guide

Create a Test

1. Login to Blackboard and open your course.
2. Under **Course Management**, click **Course Tools** and then click **Tests, Surveys, and Pools**.
3. Click **Tests**.
4. Click **Build Test**.
5. In the name box, type a name for the test and then click **Submit**.
6. Point to **Create Question** and select the question type.
7. Type the question and answer choice if the question requires it and then click **Submit**.
8. In the points box, assign the point value for the question
9. Repeat steps 6, 7, and 8 to create all the questions for the test.
10. When the all the questions have been created, click **OK**.

Administer a Test

1. Navigate to where you want to add a test or survey.
2. Point to **Assessments** and select **Test**.
3. Select the test from the list.
4. Click **Submit**. The Test Options page appears for you to begin setting up how to administer the test.
5. Under **Test Availability**, click **Yes** to make the test available.
6. To allow multiple attempts, check the box, set the number of attempts and the scoring options.



Multiple Attempts

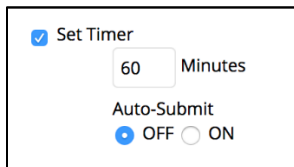
Allow Unlimited Attempts

Number of Attempts

Score attempts using

▾

7. Click the box Force Completion to enforce students completing the test when they launch it. Students will not be able to exit the test and come back at a later time to complete and submit.
8. Set a timer to limit student's completion time. You can set the timer to auto-submit the test when the timer ends or allow students to continue working and manually submit.



Set Timer

Minutes

Auto-Submit

OFF ON

9. To control when the students can access the test, set the display dates and times. The students will not see the test outside those parameters.

Display After 05/04/2020 12:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 05/04/2020 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

10. Optionally, set a Due Date.

11. Set which results and feedback are available to students after they complete a test.

WHEN *i* SCORE PER QUESTION *i* ANSWERS *i* FEEDBACK *i* SHOW INCORRECT QUESTIONS *i*

On Specific Date
05/08/2020 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

All Answers Correct Submit...

12. Set the Test Presentation setting to determine how the test will display to the students.

TEST PRESENTATION

All at Once
Present the entire test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

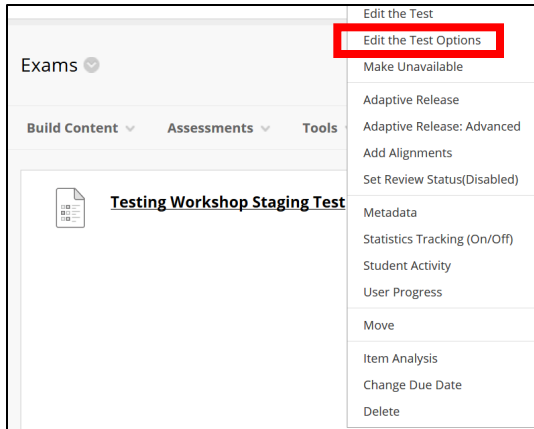
Randomize Questions
Randomize questions for each test attempt.

13. Click **Submit**.

Add Test Exceptions

You can add exceptions to add extra time for a student to take a test or allow a student to take the test outside the availability dates.

1. Click the test menu, and then click **Edit the Test Options**.



2. Under Test Exceptions, click **Add User or Group**.
3. Click the check box next to the student name and then click **Submit**.
4. Set the timer and access dates and times.

The screenshot shows the 'Test Exceptions' table. At the top, there are two buttons: 'Add User or Group' and 'Remove All Exceptions'. The table has four columns: NAME, ATTEMPTS, TIMER, and AVAILABILITY. The first row contains the following data:

NAME	ATTEMPTS	TIMER	AVAILABILITY
Joe Alberti	Single Attempt	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit	After: 05/06/2020 12:00 AM Until: 05/06/2020 11:59 PM

5. Click **Submit**.