Build a Test

You can build tests and quizzes in Blackboard to assess the student’s knowledge. There are multiple question types that you can create. If you have a test created in a Word document, please consider contacting the IDDC at extension 3244 to discuss importing services.

To build a test:

1. Click **Assessments** and then **Test**.

![Assessments and Test options]

2. Click **Create**.
3. In the **Name** box, type a title for the Test.
4. In the **Description** box, provide a detailed instructions for the Test.
5. Click **Submit**.
6. Click **Create Question** and select your question type. See the image below for a list of the question types. For this example, we will use multiple choice.

![Question types]

7. Click **Multiple Choice**.
8. In the **Question Text** box, type your question.
9. Set the options for how the answers will display. For example, you can have numbers or letters for the answers.

10. In the **Number of Answers** list, select the number of answers for the question.
11. Type the correct answer in the first answer box and the rest of the answers in each box.

12. Optionally, type feedback for correct and incorrect answers in the respective boxes.
13. Check the box for, **Show Answers in Random Order**.
14. Click **Submit and Create Another Question** to continue building the test.
15. Once all the questions and answers are created, click **Submit**.
Deploy the Test

Once you have built a test or quiz, you will need to deploy it in the course. Best practice is to deploy the test in the module the students will be working in that week. This improves clarity for the course by having the students complete all their work in one place.

To deploy a test:

1. Click Assessments and then Test.
2. In the Add an Existing Test box, select the test and then click Submit.
3. Set the radio button to Yes to make the test available.
4. Check the box for Multiple Attempts and set the number to allow the students to take the test more than once. Leaving the box unchecked will allow the students only one attempt.
5. Check the box for Set Timer to assign a time limit.
6. **Under Auto Submit** set the radio button to **Yes** to have the test automatically submit when the timer is expired.

7. Optionally, set the availability date and time to control visibility. If you do not set any dates and times, you can also control the test with the Make the Test Available option.

8. **Under Show Test Results and Feedback to Students**, set the options that best fit your student’s needs.

9. **Under Test Presentation**, set the option for how the questions will be presented.

10. Optionally, click the checkbox for **Randomize Questions**.