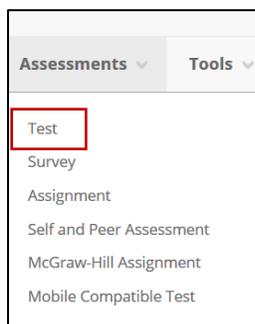


Build a Test

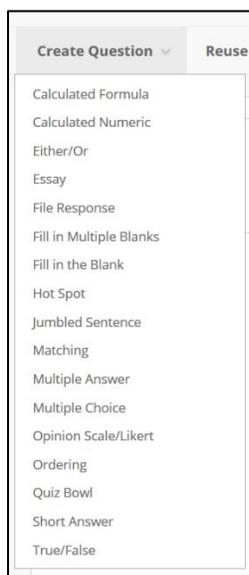
You can build tests and quizzes in Blackboard to assess the student's knowledge. There are multiple question types that you can create. If you have a test created in a Word document, please consider contacting the IDDC at extension 3244 to discuss importing services.

To build a test:

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



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.



7. Click **Multiple Choice**.
8. In the **Question Text** box, type your question.

- Set the options for how the answers will display. For example, you can have numbers or letters for the answers.

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering None

Answer Orientation Vertical

Allow Partial Credit

Show Answers in Random Order

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

Number of Answers 4

Correct

Answer 1. Remove

Paragraph Arial 3 (12pt)

Path: p Words: 0

Answer 2. Remove

Paragraph Arial 3 (12pt)

- Optionally, type feedback for correct and incorrect answers in the respective boxes.
- Check the box for, **Show Answers in Random Order**.
- Click **Submit and Create Another Question** to continue building the test.
- 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**.

ADD TEST

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

Create a New Test

Add an Existing Test

-- Select Test Below --

Quiz: Netiquette for Online Discussion

Quiz: Best Practices for Being an Online Student

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

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.

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Score attempts using

Force Completion

Once started, this test must be completed in one sitting.

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.

Set Timer
Set expected completion time. Selecting this option also records completion time for before they begin the test.

120 Minutes

Auto-Submit
 OFF ON
*OFF: The user is given the option to continue after time expires.
 ON: Test will save and submit automatically when time expires.*

Display After 06/06/2018 03:14 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 06/06/2018 03:15 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

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

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.

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