

Tests

Use tests to measure student knowledge, gauge progress, and gather information from students.

Creating a Test

1. Select a **learning module**.
2. Select the **plus sign** where you want to add a test and choose **Create**.
3. Expand **Assessments** and choose **Test**.
4. Enter a test **name**.
5. Select the **plus sign** in the center of the screen to begin building your test. You can choose a question type, add a question pool, or reuse questions. Adjust point values as necessary. For more information on question types, access Blackboard's [online help](#).
6. Select the **settings icon** in the upper right corner to adjust the test settings.

Details & Information


- **Due date** – Set the due date for the assignment.
- **Allow class conversations** – Allow conversations to take place within the assignment with contributions by anyone.
- **Randomize questions** – Randomize the order of questions among students.
- **Randomize answers** – Randomize the order of answer choices among students.
- **Collect submissions offline** – Does not require a student submission upload.

Grading & Submissions

- **Grade category** – Change the grade category for custom grouping in your gradebook.
- **Attempts allowed** – Let students submit more than one attempt and change the grading options for those attempts.
- **Grade using** – Select a grade schema.
- **Maximum points** – Enter the maximum points.
- **Anonymous grading** – Hide student names during grading for assignments without questions (text/upload submission only).
- **Assessment results** – Show students the correct answers to automatically scored questions after they submit an answer.
- **Evaluation options** – Setup parallel grading and assign graders.

Additional Tools

- **Time Limit** – Add a time limit for completion.
 - **Grading Rubric** – Create a new rubric or associate an existing rubric to the assignment.
 - **Goals and Standards** – Align the assignment to one or multiple goals.
 - **Group Assignment** – Assign the assignment to a group(s).
 - **Enable SafeAssign** – Check for plagiarism in student submissions.
 - **Assessment security** – Enforce students to take the exam through a proctoring tool.
7. Add an optional **description** to appear with the test title on the *course content* page.
 8. Click **Save** to save settings.
 9. Adjust the visibility and availability settings by selecting the **drop-down menu** in the upper right corner.

- Click  to return to the *course content* page.

Adding Test Exceptions

- Select the **Gradebook** from the navigation bar.
- Select the **test** that the exception will be added.
- Select the **options** menu for the student who will receive the exception. Choose **Edit Settings**.
- Adjust the availability and attempts allowed for the selected student.
- Select **Save**.




Viewing Student Grades


- Select the **Gradebook** from the navigation bar.
- Toggle to **grid view**.
The student grid displays the scores students have earned. Select a cell to edit the score.

Grading Student Test Submissions

Tests with correct answers set will be automatically be graded by Blackboard. You will need to manually grade open ended responses.

- Select the **Gradebook** from the navigation bar.
- Select the **test** that needs graded.
The *submissions* page opens.
- Select a **student**.
The student's test submission will open.
- Locate and grade questions that require manually grading. Edit point values if necessary.
- Select the  icon to enter feedback or upload a file to be sent to the student. Select **Save**.

IDDC Pro Tip: Grades will only be visible to you until you post them to the gradebook. You can post grades individually as you grade each student's work or you can post all grades at once.

- To post a grade immediately, select the **options menu** and choose **Post**.
Optionally, click the  to return to the *submissions* page to post individual grades or all grades.
- Use the right and left pointing arrows to navigate through the student test submissions.