How do I...
Create a test in Blackboard?
You are able to create tests within Blackboard and in doing so, Blackboard can time, grade, and provide feedback to your students immediately after taking the exam.

Creating an exam in Blackboard is a two-step process. You must create the exam, including the questions, and then deploy the exam so your students can access and complete it.

Creating your exam
1. Go to the Control Panel
2. Click on “Course Tools.”
3. Click on “Tests, Surveys, and Pools” (alternatively, in a content area, you can click on “Create Assessment > Tests,” Create Test, to get to the same area.
4. Click on “Tests”
5. Click on “Build Test”
6. Fill out the boxes for the “Name,” “Instructions (optional),” and “Description (optional).”
7. Click on “Submit”

Before you get started, let’s take a look at “Question Settings.”
Here you can control the options that are available when creating Test questions. Not all options are available for all question types. Some things you can change would be the default point value for questions and if you want to have the option to add pictures to exam questions and answers.

1. Click on “Question Settings,” located on the upper left hand side.
2. To change the option you will need to check or uncheck the boxes.
   a. Feedback:
      i. Provide Feedback for individual answers
   b. Images, Files, and External Links:
      Both of these options give you the ability to add images. You must have these boxes checked if this is something you wish to do.
      i. Add images, files, and external links to questions.
      ii. Add images, files, and external links to
You have several ways in which to create questions in your exam.

Create your Questions
You can view details about each individual question type here: http://www.fau.edu/irm/blackboard/bb9_tutorials.php (Click on Evaluate. You should see the list of videos under “Tests Surveys, and Pools”). The most common type of question used in online exams is the multiple choice questions; we will be using that as an example.

1. Hoover your mouse over “Create Question.”
2. Click on your question type. For the example, we are using “Multiple Choice.”
3. Create the multiple choice question:
   a. 1. Question
   i. Question Title: This is an optional field
   ii. Question Text: In this area, you will type in the question you wish to ask the students. You can copy and paste into this box (I recommend using the “Add Mashup” option if you are copying from a word document, it will clean up the text so the formatting is correct.
   b. 2. Options
   i. Answer Numbering: by using the drop down, you can choose how the answer choices are numbered, either with ABC, abc, 1,2,3, or I, II, III
ii. Answer Orientation: this refers to a vertical or horizontal display.

iii. Allow Partial Credit: On some questions, partial credit might be relevant. You can allow partial credit by checking the box. This might be useful for multiple answer questions.

iv. Show Answers in Random Order: this option allows you to scramble the answer choices.

c. 3. Answers
   i. Number of Answers: if you need additional answer boxes (it is defaulted to 4), you can use the drop down box to choose a higher number. If you need to remove an answer choice (maybe you only want to give 3, rather than 4) you would need to click on the “Remove” button directly next to the question box.

   ii. Answer Choices: In the answer boxes, you will need to fill in the answer choices. Each choice gets its own box. You would mark the correct answer by clicking on the radio button that corresponds with the correct answer.

d. 4. Feedback: You can provide various types of feedback to your students. They will receive this once they have completed the exam and reviewing the questions and answers.
   i. Correct Feedback
   ii. Incorrect Feedback

e. 5. Categories and Keywords: These are used to help you search for questions when you chose to reuse questions in future exams.
   i. Categories
   ii. Topics
   iii. Levels of Difficulty
   iv. Keywords

f. 6. Instructor Notes:

   g. Click Submit.

4. Repeat as necessary to complete your exam. Click on submit when you are finished (if you would like to reuse questions, please follow the directions for “Reusing Questions.”)
Reusing Questions

You can reuse questions from previous exams or pools.

1. Hover your mouse over “Reuse Question,” Click on one of the following:
   
   a. Create Question Set – A question set gives you the ability to choose a set amount of questions from an existing pool or exam. For you, this will appear as one question and will be identified as a question block. The students will see individual questions.

   Use the down arrows to expand the various areas and then use the check boxes to select. By selecting different exams, question type, and categories, Blackboard will filter the results that you find on the right. Making it easier to find the questions you’re looking for.

   The very top box allows you to select all. Use the other boxes to select/deselect each question type. By selecting a question, it means that you want to add that question to the question set displayed to the students.

   Once you have made all of your selections, click on Submit.

   By clicking on the down arrows, you can view the questions you have selected to be in the set.
b. Create Random Block - A random block allows you to pick pool and Blackboard will randomly choose questions to display to the students when they take the exam. You do not have the ability to choose which ones to use in this option. For you, this will appear as one question and will be identified as a random block. The students will see individual questions.

Use the arrows to expand the various areas. Then select which Pool and question types you would like to include in your random block.

Here you can view the questions in the pool. With a random block, you are unable to select which questions to include. When you select the pool, you are choosing all questions (based on type) to be included.

Once you have made all of your selections, click on Submit.
c. **Find Questions** - This option allows you to search through your question pools and previous exams. In doing so, you can individually choose questions to bring into your exam. For you, the questions are displayed like the questions you created in the previous part of this tutorial.

d.

Use the check boxes to select which question you would like to include in your exam. You can select all by clicking on the top box. As you select your questions, they will appear at the bottom, “Selected Questions.” By clicking on the “box” to expand, you can review your choices and delete if necessary.

Please note: When selecting questions, you have the option to Copy or Link the questions. **Copy** – means that it makes a copy, any changes you make, are kept in the exam you are working on. **Link** – means when you make a change in either place, it will reflect in both places.

Once you are done making your selections, click on submit.
Upload Questions
You can upload questions created in a text file directly into Blackboard. You do have to use a specific format in order for Blackboard to be able to read the document. Please see the documentation titled “How Do I upload Questions to Blackboard Tests” here: http://www.fau.edu/irm/blackboard/pdf/Bb9_HDI_uploadquestionstoblackboard.pdf

Changing the order of questions:
Click on the up and down arrows, hold, and drag the question up or down.

Changing the point value:
You can change the point values of the existing questions in your exam.

To change ALL of the point values, Click on (1) “Select All,” (2) then put in a new point value in the “Points” box, (3) next, click on “Update.”

To change individual questions: (1) click on the “Points per question” box, (2) when the dialogue box pops out, (3) put a new score in the “update points” box. (4) Click on submit.
Part 2
Deploying your test.
After you have finished creating your exam, you must then deploy the test to your students. There are many options that you can choose from and in this documentation, I will explain each one, as well as our recommendations for the deploying a successful test.

Deploying your test:
1. Enter your course, go to a content area.
2. Click on “Create Assessment.”
3. Click on “Test.”
4. Looking on the next screen, you should see your exam listed in the “Add Test” box. Click on your test.
5. Click on Submit.
6. Fill out the test information:
   a. Name: You must provide a name for your exam. It should be auto filled with the name you called the exam during the first step.
   b. Provide the test with a description (optional).
   c. Open Test in New window: Yes or No (default is okay)
7. Choose your options for Test Availability:
   a. Make this link available: Yes or No – Typically, you want to put this as yes, unless you do not want the students to access the exam yet. Remember, if you use the date and time restrictions, this should be set as yes (since the date and time restrictions will control the availability).
   b. Add a New Announcement for this Test: Yes or No – You have the ability to add a new announcement for the exam, however, you do not have control over what it says or when it goes out.
   c. Multiple Attempts:
      i. Allow Unlimited Attempts – allowing unlimited attempts means that the students can go in and submit the test an unlimited amount of times.
ii. Number of Attempts - Using this option, you can control how many times the students are able to take and submit the exam (example: 2 times).

d. Force completion - This means, that once an exam is started, a student must complete the exam by clicking on the submit button. If they leave the test (either by exiting the browser or by experiencing connectivity issues) their test will be completed for them. They will not be able to reenter the exam and finish.

e. Set Timer - The timer is used to set the expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test and the timer will be displayed to them as they take the exam.

i. If you choose to use the timer, you also have the option to auto-submit the exam for the students if they go over the allotted time.

1. **OFF** - students will be given a warning about the time expiring and they will have the option to continue or to submit their exam. If the students wish to continue the exam, they must click on “Cancel” and not “OK.”
2. ON - the test will save and submit automatically when the time expires.

![Test Submitted]

f. Display After and Display Until - you can use the calendar and the clock to control when a student will see the exam. The Display after option sets a date that the students will be able to see the exam and the Display Until controls when that test will disappear from the student view. Remember to check the boxes if you choose to use this option.

g. Password - you can choose to have a password requirement for this exam. Simply check the box and provide the password in the box.

8. Set your Due Date - you have the option of setting a due date for this exam. By doing so, the exam will appear in the “to do” module.

![Due Date]

9. Choose your “Self Assessment Options.”
   a. Include this test in grade center calculations - typically you do want to leave this box checked. It means that the exam will be included when the grade center calculated the final grade.
   b. Hide Results for this test completely from the instructor and the Grade Center (do NOT check this box if you want to have access to the student responses and grades) - If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.
10. Test Feedback:

   ![Test Feedback Diagram]

   a. You can choose which type of feedback you want to show your students.

      i. Score – the score that they achieve on the exam. If you have test questions that need further grading (such as essay or short answer), the score will display as “Needs Grading.”

      ii. Submitted Answers – this will show the question and the answer they submitted, it will also include a green check or red “x” to signify if they got that answer right or wrong.

      iii. Correct Answers – this option will show the question and what the correct answer should be.

      iv. Feedback – This will display feedback that you created for each answer choice in the test creation phrase. You will also need to select this option if you leave feedback for the answer choices such as “Essay,” or “Short Answer.”

11. Test Presentation:

   ![Test Presentation Diagram]

   a. All at Once – this will display the entire test on one screen

   b. One at a time – This displays each question individually one at a time and provides the students with a next and previous button. The test answers are automatically saved when moving to the next question.
1. Prohibit backtracking - this prevents the students from going backwards in their exam and changing the answer to a question that has already been submitted.

c. Randomize Questions - this randomizes the questions for each test attempt.

12. Finally, click on Submit.

Some Recommendations:
Please visit these web links to read the recommendations for test settings and best practices:

Creating and Deploying Assessments: Recommended Practices for Instructors:
http://www.fau.edu/irm/blackboard/instructor_assess.php

Student Assessment Recommended Practices: Taking Assessments:
http://www.fau.edu/irm/blackboard/student_assess.php

- Do not copy and paste questions and answers directly from word.
  - This causes formatting issues and errors with the exam.
  - If you are copying and pasting from word, use the “Mashup” feature where it will clean up the formatting from word. Or, use a program called Respondus to import your word document into a blackboard friendly format (You can request a copy of the program and license information by submitting a ticket to www.fau.edu/helpdesk).

  - Click the small down arrow to expand the editor.

  - Click on the “mash” icon and then select “Paste from Word.”