

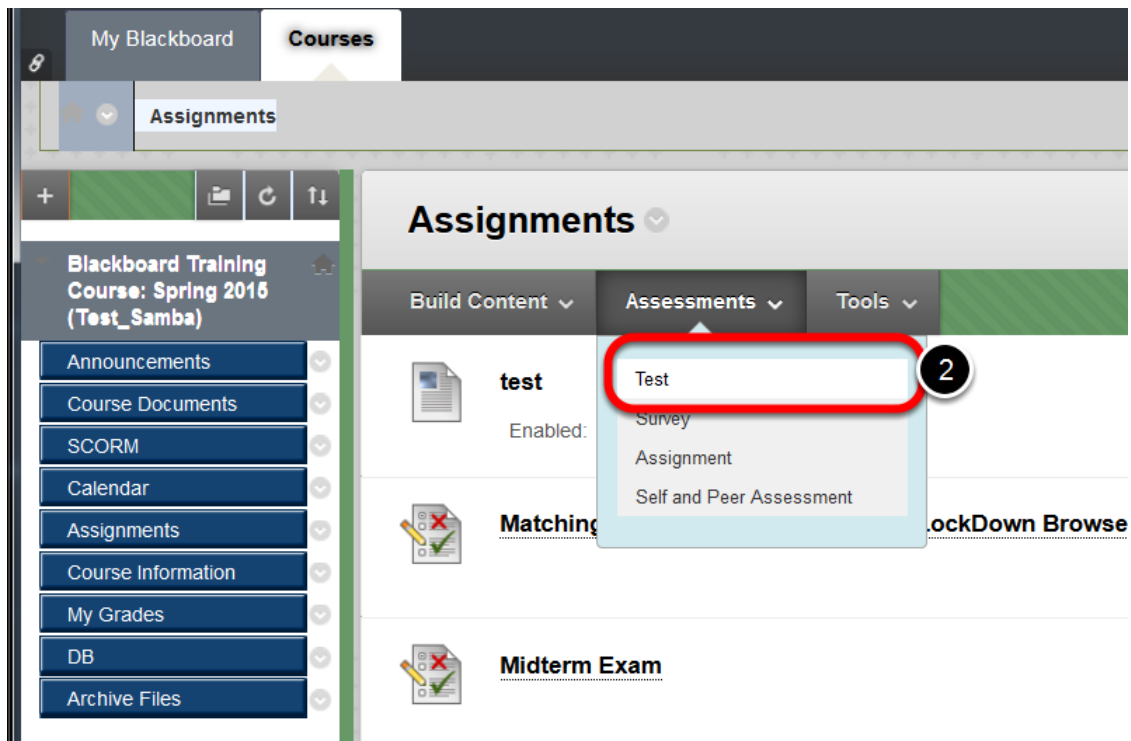
Blackboard - Creating an Exam or Quiz

Select Where You Want the Test Deployed

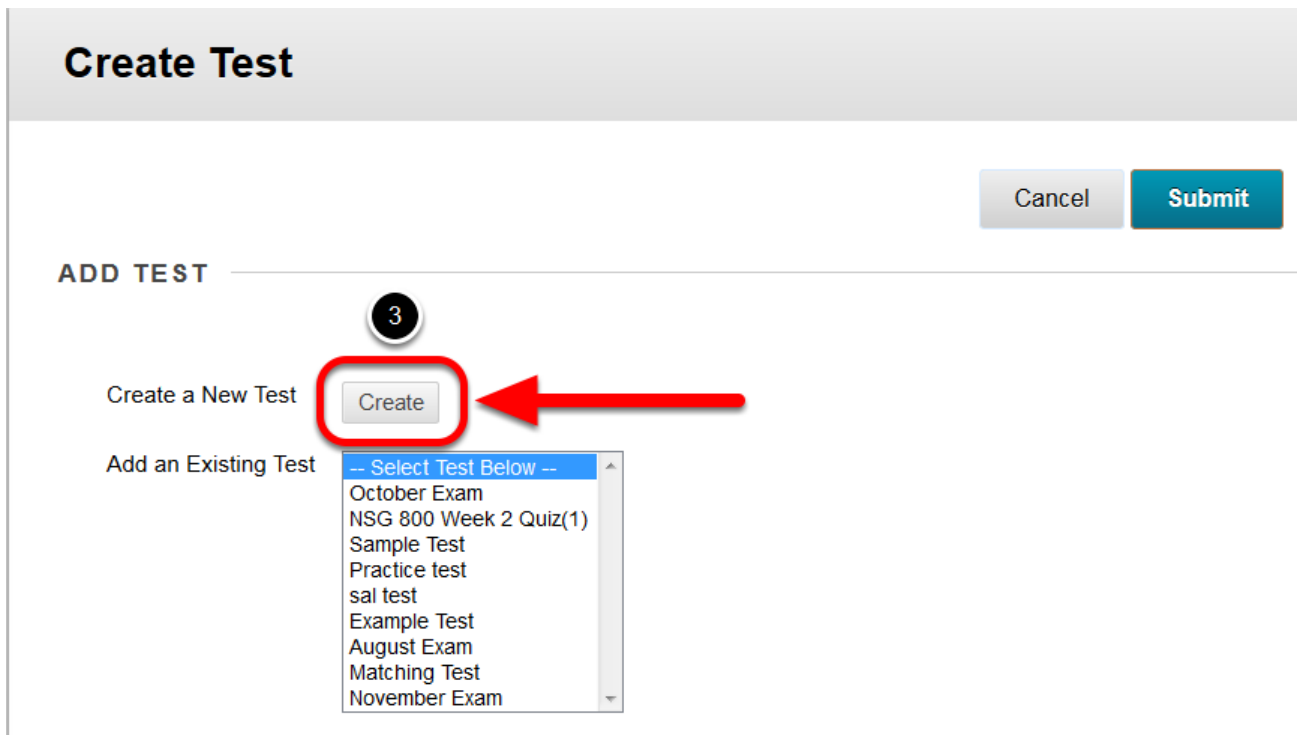
The screenshot displays the Blackboard interface for a course titled "Blackboard Training Course: Spring 2016 (Test_Samba)". The top navigation bar includes "My Blackboard" and "Courses". The "Announcements" section is active, showing a "Create Announcement" button and a dashed line indicating where new announcements appear. A red circle with the number "1" is placed on the "Create Announcement" button. A red arrow points from this circle to the "Edit Mode is: ON" toggle in the top right corner, which is also circled in red. Another red arrow points from the "Test Posted" announcement to the "Test Posted" button in the left sidebar. The announcement text reads: "Test Posted", "Items not available.", "Posted on: Friday, October 17, 2014 8:00:00 AM CDT", and "The following Test has been made available in Assignments: Midterm Exam." The footer contains the Blackboard logo and copyright information: "© 1997-2014 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending."

1. Make sure Edit Mode is turned ON, and go to the area of the course where you want to place your test.

Hover over Assessment and Select Test



2. Hover over Assessments and click Test.



3. Click to "Create" button

Test Information

Test Information

6


* Indicates a required field.

Cancel Submit

TEST INFORMATION


* Name 4

Description

 This is your final exam for the course.

Path: p Words:8 5

Instructions

 You will have 60 mins to complete this exam. |

Path: p Words:9

4. Add a **Name** for the test.
5. Include any optional **Descriptions** and **Instructions** if you want.
6. click **Submit** when done.

Adding Questions

The screenshot shows the Blackboard Test Canvas interface for a 'Final Exam'. At the top, there is a navigation bar with four buttons: 'Create Question' (with a circled '7' above it), 'Reuse Question', 'Upload Questions', and 'Question Settings'. The 'Create Question' dropdown menu is open, listing various question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. The main content area contains a message: 'This test has no questions! Create questions or add questions from other resources.' An arrow points from the 'Create Question' button to the message. At the bottom right, there is a button labeled '← OK' with a circled '8' above it, which is highlighted with a red circle.

7. On the next screen hover over Create Question and choose the type of question you want to create, then type question and answer(s) depending on the question type. Repeat this step as needed to create additional questions.

8. After you are done creating questions, click on OK at the bottom of the screen. It will then take you back to the test deployment screen.

Create Test

Cancel Submit

ADD TEST

Create a New Test

Add an Existing Test

- October Exam
- NSG 800 Week 2 Quiz(1)
- Sample Test
- Practice test
- sal test
- Example Test
- August Exam
- Matching Test
- November Exam
- Final Exam**

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Cancel Submit

9. You will be taken back to the test selection screen, make sure that the test that you just created is selected then press submit.

Selecting Test Options

Test Options

* Indicates a required field.

Cancel Submit

TEST INFORMATION

* Name 10

Choose Color of Name Black

Content Link Description

B **I** **T** Arial 3 (12pt) **T** **B** **U** **ABC** **Link** **Image** **More**

This is your final exam for the course. 11

Path: p Words:8

Test Description This is your final exam for the course.

Show test description to students before they begin the test. 12

Test Instructions You will have 60 mins to complete this exam.

Show Instructions to students before they begin the test. 12

Open test in new window Yes No 13

The next screen you are taken to will let you set the test options.

10. Change the name of the exam if needed

11. Edit the description if needed

12. Choose to show to the students the Description and/or the Instructions of the test before the begin the test.

13. Choose to have test open in new window or not.

TEST AVAILABILITY

Make the link available Yes No **14**

Add a new announcement for this test Yes No **15**

Multiple Attempts **16**
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion **17**

18 Set Timer
 Minutes
Auto-Submit
 OFF ON

19 Display After
 Display Until

20 Password

14. Make link to the test available, select Yes so that students can access the test.

15. Select Yes here to create an announcement about the survey to remind the students.

16. Multiple Attempts: enable this option to let your students take the test multiple times, either an unlimited amount or a set number that you specify.

17. Force Completion – Enable this option to force the test to be completed the first time it is launched.

18. Set time limit – Enable this option to limit the time your students have to take a test.

19. Display After/Until - Enable these options to set a starting and ending time of a test.

20. Set password – Enable this option to make your students enter a password before taking the test.

Test Options cont.

TEST AVAILABILITY EXCEPTIONS

Add User or Group

21

DUE DATE

Due Date  

22

Do not allow students to start the Test if the due date has passed.

SELF-ASSESSMENT OPTIONS

23

24

Include this Test in Grade Center score calculations Hide results for this test completely from the instructor and the Grade Center

21. Test Availability Exceptions - this options allows you to select one or more groups of students and make a number of exceptions to the already established availability settings.

22. Due Date - Enable this option to set a due date for the test. Optionally you can choose to not allow submissions after the due date.

23. Enable this option to include this test in Grade Center Score Calculations.

24. Hide results for this test completely from the Instructor and the Grade Center - If this option is checked, the instructor will not be able to see any student grades for this test, view answers or aggregate results, nor download result details. *To protect student privacy, this choice cannot be reversed later without losing all attempts.*

Test Options cont. - Setting Test Feedback

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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When <i>i</i>	Score per Question <i>i</i>	Answers <i>i</i>	Feedback <i>i</i>	Show Incorrect Questions <i>i</i>
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"/>

TEST PRESENTATION

26

All at Once

One at a Time Prohibit Backtracking

Randomize Questions

27

Cancel

Submit

25. Choose what students see after they finish the exam. You can set the release of progressive feedback to keep test results secure and prevent cheating.

26. Choose how the test is presented to students.

27. Click submit when done, to save your settings.