

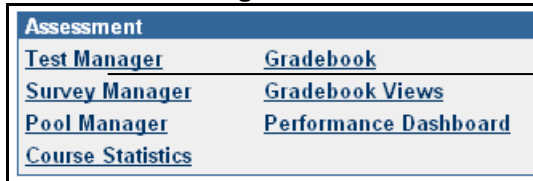
Creating Tests or Surveys

The assessment features in Blackboard allow instructors to measure how well students have met learning objectives, provide opportunities for practice, or gauge opinions. Both the Test and Survey options link directly to the Gradebook and record user answers. The Survey feature, however, does not record answers specific to an individual and does not provide a grade.

This tip sheet will provide step-by-step instructions for developing a test. Steps for a survey are largely the same except that one clicks Survey Manager to begin instead of Test Manager.

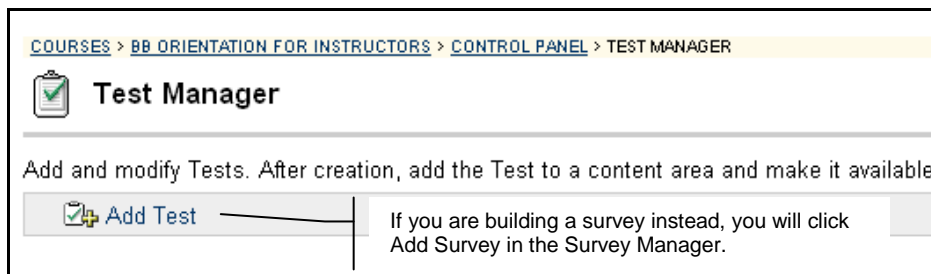
Developing a test in Blackboard involves two steps: 1) Creating the test and 2) Deploying it. This tip sheet covers the first step. The second step is covered in the tip sheet **Deploying Tests or Surveys**.

Step 1: Click on **Test Manager** in the *Assessment* area of the Control Panel.

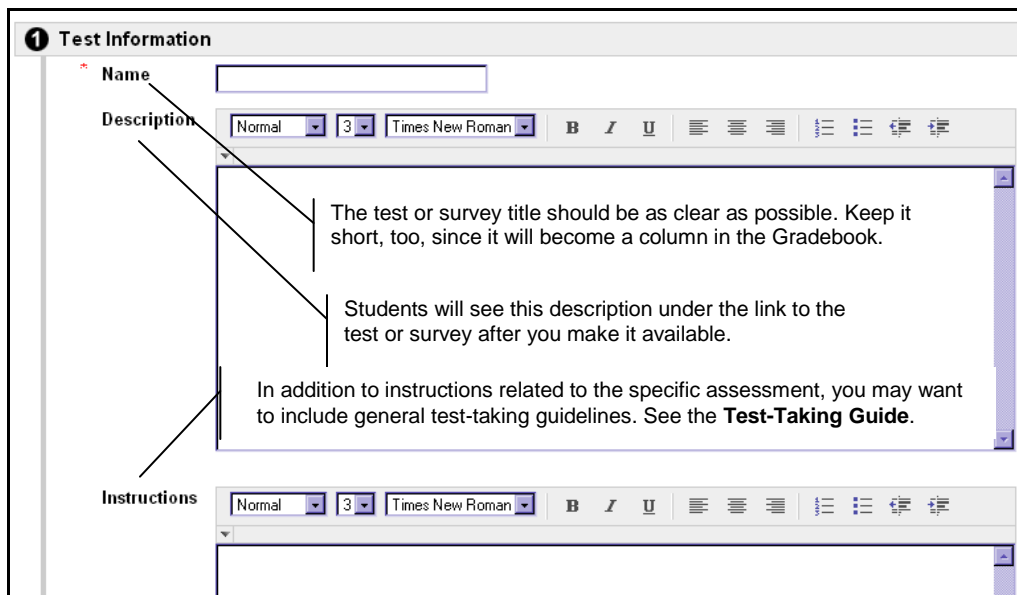


Remember, to build a survey, click Survey Manager instead of Test Manager.

Step 2: Click **Add Test**.



Step 3: Type the name of the Test, a description, and instructions.



Step 4: Click **Submit**. You will now be taken into the Test Canvas.

Continued

Step 5: In the Test Canvas, click **Creation Settings**.

COURSES > BB ORIENTATION FOR INSTRUCTORS > CONTROL PANEL > TEST MANAGER > TEST CANVAS

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question dropdown which default options, such as feedback and images, are available for question creation.

Add [Creation Settings](#)

Name	Tip Sheet Test
Description	A well-written description.
Instructions	Fully understandable instructions.

Step 6: Choose the desired options by placing or removing a **checkmark**, then click **Submit**.

Test Creation Settings

Display the following options during the creation of this Test

- Feedback**
 - Provide feedback for individual answers.
- Images, Files, and External Links**
 - Add images, files, and external links to questions.
 - Add images, files, and external links to answers.
- Question Metadata**

Metadata is helpful in searching for questions from a Question Pool or other tests.

 - Add categories, topics, levels of difficulty, and keywords to questions.
- Scoring**

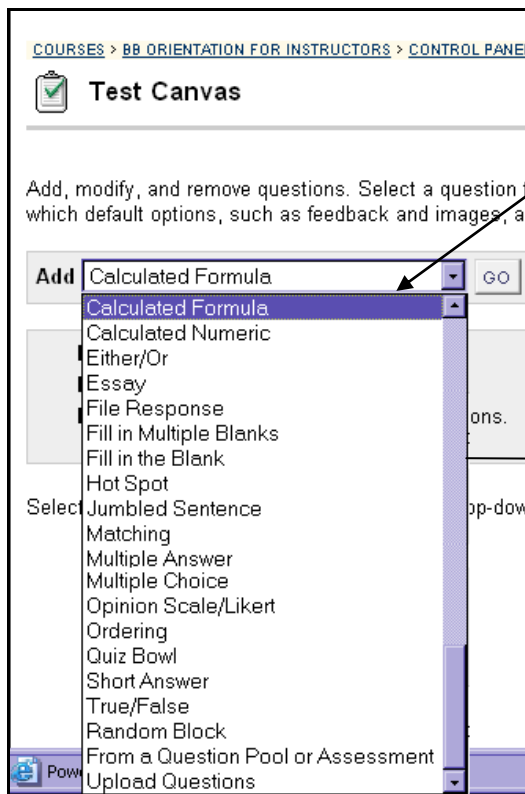
This option saves you some typing; the points possible for each question can still be customized. Note that this setting is not available in the Survey or Pool Manager features.

 - Specify default point value for questions. Default point value
 - Specify partial credit options for answers.
 - Provide option to assign questions as extra credit. Checking the partial or extra credit options here will simply give you the opportunity to use these features when you create the questions.
- Display**
 - Specify random ordering of answers.
 - Specify the horizontal or vertical display of answers.
 - Specify numbering options for answers.

Step 7: Click **Submit**. Blackboard will give you a summary page of the creation settings. Click OK.

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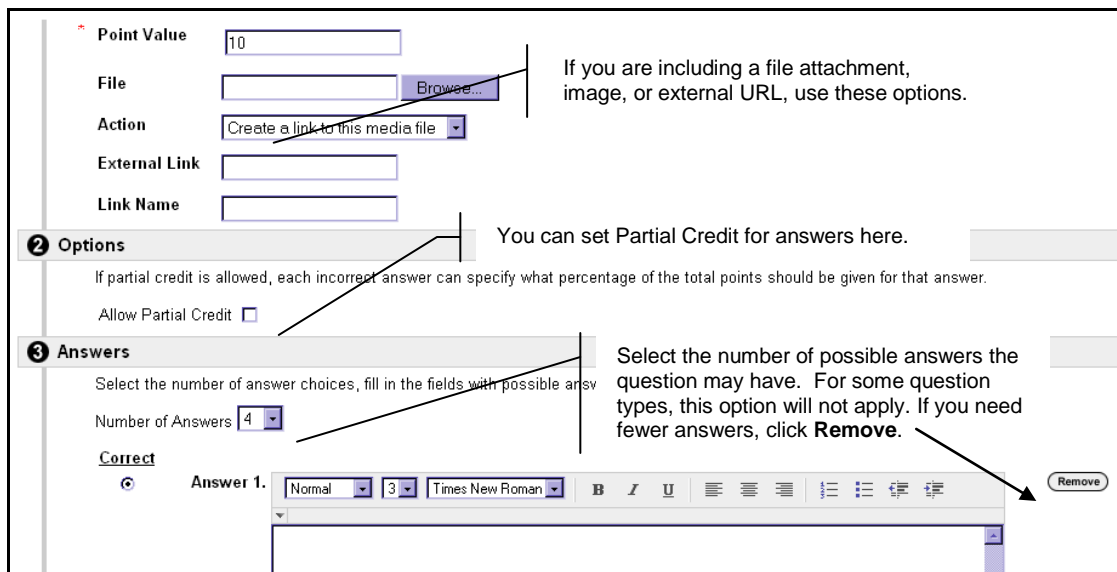
Step 8: Now you are ready to start building the questions. Click on the **triangle** in the dropdown box to choose the type of question you want to add, highlight the **question type**, then click **Go**.



This screen shot displays all of the question types available. You will actually need to scroll down the list to see all of them.

Step 9: Type the **Question** in the Question Text box. Every question type will have the same kind of box for typing the question stem.

Step 10: Complete the rest of the question elements. Depending on the creation settings you have selected and the question type, these elements, such as a file upload or feedback, will vary. All questions will ask for point value, and most will ask for the correct answer.



If you are including a file attachment, image, or external URL, use these options.

You can set Partial Credit for answers here.

Select the number of possible answers the question may have. For some question types, this option will not apply. If you need fewer answers, click **Remove**.

Step 11: When you have typed in all answers and options for this question, click **Submit**.

Follow Steps 7-10 for every question you want to add. When you are satisfied with the test, you will need to make it available to students. Those steps are covered in the tip sheet **Deploying Tests or Surveys**.