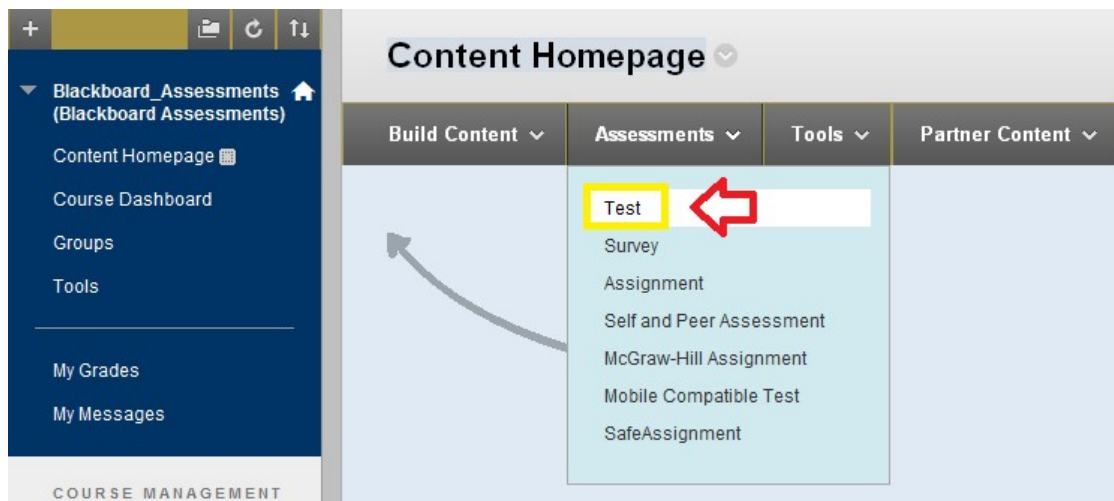
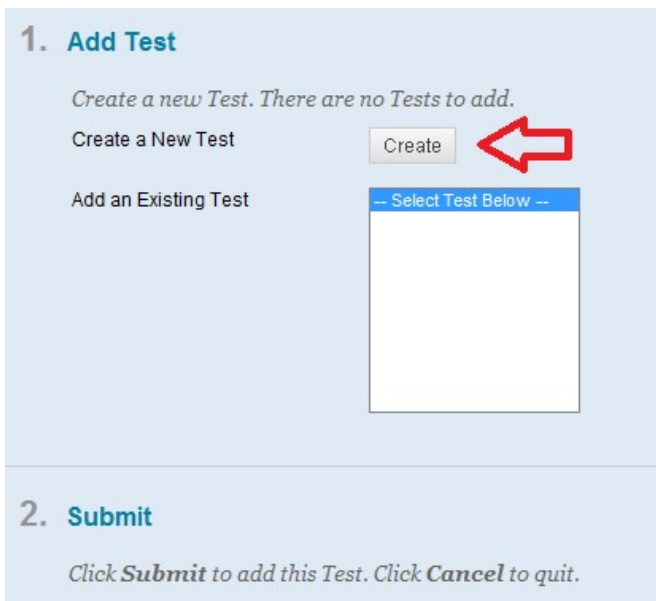


# Blackboard Assessment Tool: How to Create a Test

1. From a content page within your course such as the Content Homepage, click the “Assessments” tab option. If you do not see this option, please verify that the “Edit Mode” setting, located in the upper-right corner, is set to: ON. The Edit Mode must be ON to allow you to edit the course.



2. In the Create Test window, click the “Create” button then click Submit.



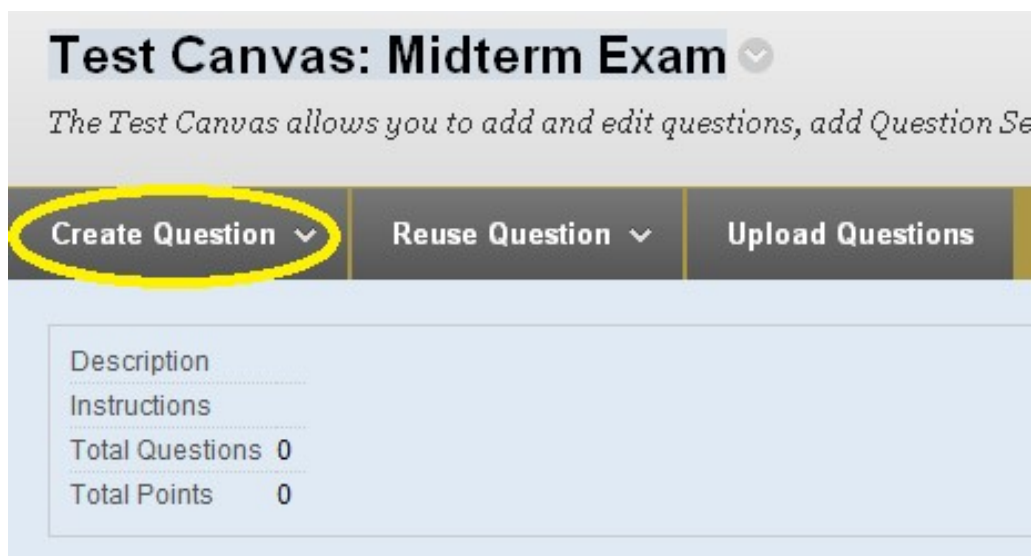
3. In the Test Information window, enter a title for your test then click Submit.



1. **Test Information**

\* Name

4. From the Test Canvas screen, click on the “Create Question” tab to create questions.



**Test Canvas: Midterm Exam** ⌵

*The Test Canvas allows you to add and edit questions, add Question Sets*

**Create Question** ⌵    **Reuse Question** ⌵    **Upload Questions**

Description  
Instructions  
Total Questions 0  
Total Points 0

5. Please choose from the following question types:

|                                |                             |
|--------------------------------|-----------------------------|
| <b>Calculated Formula</b>      | <b>Matching</b>             |
| <b>Calculated Numeric</b>      | <b>Multiple Answer</b>      |
| <b>Either/Or</b>               | <b>Multiple Choice</b>      |
| <b>Essay</b>                   | <b>Opinion Scale/Likert</b> |
| <b>File Response</b>           | <b>Ordering</b>             |
| <b>Fill in Multiple Blanks</b> | <b>Quiz Bowl</b>            |
| <b>Fill in the Blank</b>       | <b>Short Answer</b>         |
| <b>Hot Spot</b>                | <b>True/False</b>           |
| <b>Jumbled Sentence</b>        |                             |

6. After adding the desired number of questions, enter the points for each question. Click OK to complete the action.

|                 |  |
|-----------------|--|
| Description     | This quiz covers materials from Module One.                  |
| Instructions    | Please complete the questions, be sure to save your answers. |
| Total Questions | 16   |
| Total Points    | 128  |

Select:  All  None | Select by Type: - Question Type -

| Points  |  |

1. **Calculated Formula: Miles: How many miles are there in [n] kilom...**

|                       |   |
|-----------------------|---|
| Question              | How many miles are there in [n] kilometers? |
| Answer Formula        | $n \cdot 0.621371192$                       |
| Answer Range +/-      | $\pm 0$                                     |
| Number of Answer Sets | 10  |

7. In the following step, click Submit to add the test.

**1. Add Test**

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

Create a New Test

Add an Existing Test

-- Select Test Below --

- Final Exam
- Midterm Exam

8. The following screen lists the Test Options.

## Settings Summary -

### **Step #2 Test Availability**

|                                      |   |
|--------------------------------------|---|
| Make the Link Available              | Select "Yes" to make the test available.  |
| Add a New Announcement for this Test | Add an announcement to notify your students of the upcoming test.   |
| Multiple Attempts                    | By leaving this section blank, the default, singleattempt option will be applied.   |
| Force Completion                     | <b><i>Recommendation: Keep this setting unchecked</i></b><br>Applying this setting will force the students to complete the quiz in one setting. A drawback is that in the event of a technical issue, students will not be able to resume the test where they left off if their computer crashes.   |
| Set Timer                            | Set a specified time duration for the students to complete the test.  |
| Auto-Submit                          | <b><i>Recommendation: Keep this setting unchecked</i></b><br>Enabling this setting will automatically submit the test when the time limit expires. The Auto-Submit feature can be unnerving for students when their tests automatically closes and submits. Please note that by leaving this unselected, the submissions are still time stamped so you may still see if they went over the times limit. |
| Display After and/or Display Until   | Allows the instructor to specify the release date and time of the test as well as an end date.  |
| Password                             | An optional proctor password can be applied.  |

### **Step #3 Test Availability Exceptions**

|                   |   |
|-------------------|---|
| Add User or Group | You can set different test availability dates for select users or groups. The setting additionally allows accommodations for students with disabilities to allow them additional time to complete the test. |
|-------------------|---|

#### Step #4 Due Date

Due Dates

Setting a Due Date will provide a visual notification to the students in Course Dashboard.

#### Step #5 Self-assessment Options

Include this Test in Grade Center Score Calculations

This option allows the associated grade column to be included in weighted and total column formulas.

Hide Results for this Test Completely from Instructor and the Grade Center

Enabling this setting makes the test a self-assessment. The column will not be included in other calculated columns. The results cannot be accessed by the instructor.

#### Step #6 Show Test Results and Feedback to Students

The dropdown menu option allows the instructor as to choose when to release the results of the quiz.

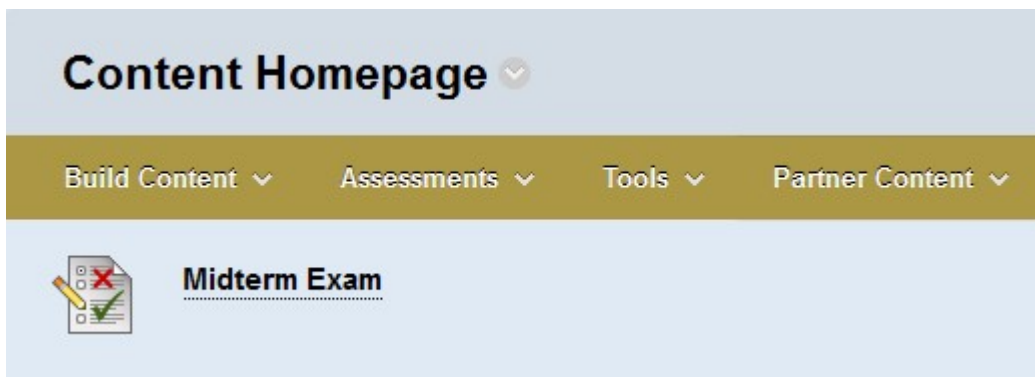
The options include after the submission as well other date specific times. The choices include displaying the Score, Answers, Correct and/or Submitted, and Feedback.

Tip – to fully hide the results from students so that they do not see their grade during the initial submission of their test, hide the associated column in the course Grade Center

## Step #7 Test Presentation

|                                       |  |
|---------------------------------------|--|
| All at Once                           | Present the entire Test on one screen.   |
| One at a Time                         | Present one question at a time.  |
| One at a Time + Prohibit Backtracking | Prevent students from changing their answer to a question once it has been submitted.  |
| Random Questions                      | Randomizes the delivery of questions to each student to help ensure academic integrity. Be careful with the wording of the questions if you use this feature. Try not to reference another question by number as the questions are not going to be delivered in the same for everyone. |

9. The test will appear on the content page.



To learn how to grade your tests, please goto the “Learn to Grade Test” document.

An extra, optional layer of security can be applied by requiring students to access the test through the Respondus Lockdown Browser. This specialized browser must be downloaded and installed by students. The application is available through the “Resources” tab in Blackboard. The Lockdown Browser restricts students to the web-browser window which they’re taking the test from. They cannot access any other resources on their computer or the internet. To apply the Lockdown Browser to a test, click on Tools from the menu on the left-side then go to “Respondus Lockdown Browser”. Click on the action-link to the left of the exam’s title then select “Modify Settings”. Next select the option “Require Respondus LockDown Browser for this exam” the click Save and Close.

To learn more about Respondus Lockddown Browser, view this [video](#).