



Creating a Test

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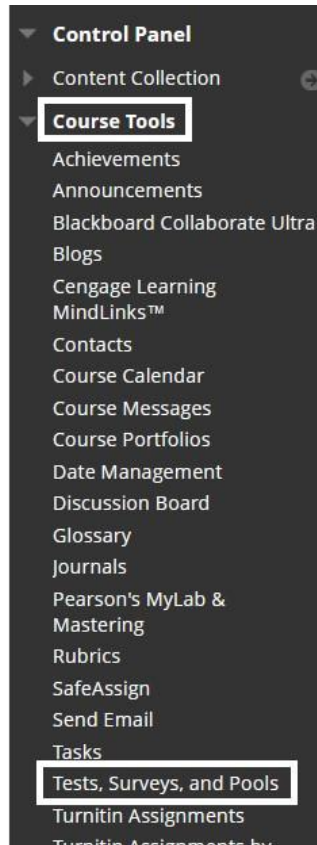
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Blackboard's Tests, Surveys, and Pools allow instructors to create online tests to gauge students' knowledge and progress, and to gather information to help guide course development. Several question types are available, including commonly used questions such as multiple choice, True/False, short answer, and essay. Instructors can also add images, external links, and individual feedback for each question.

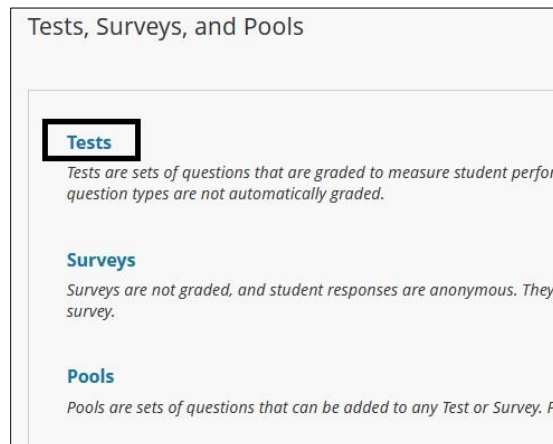
Students can receive immediate feedback or see test results on a specific date and time as selected by the instructor. Additionally, Blackboard automatically grades any objective-type questions. Test grades are recorded in the Grade Center.

How to Create a Test

1. In the lower Course Management menu, select **Course Tools > Tests, Surveys, and Pools**.

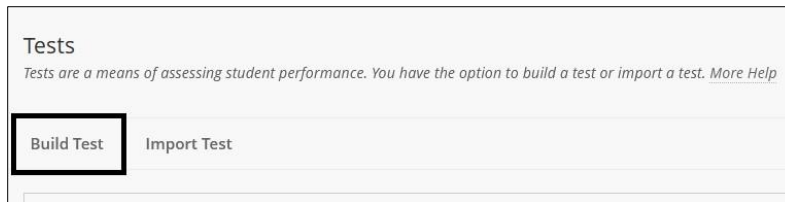


2. On the Tests, Surveys, and Pools page, click on **Tests**.

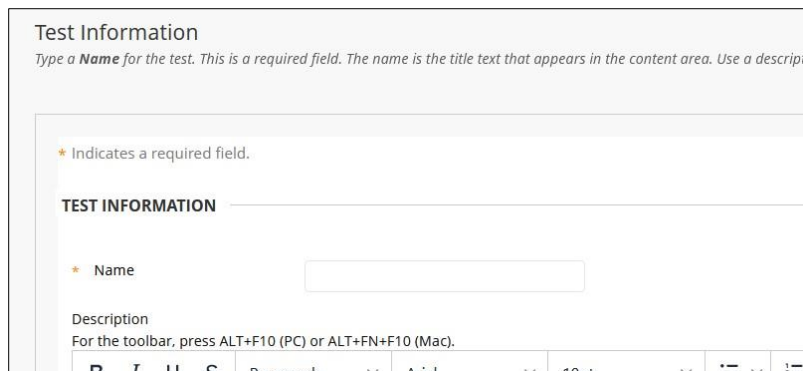


3. The Tests page displays all existing tests and allows you to build new tests. **There are two options available:**
- Build Test: allows the user to build the test in any way they want to.
 - Import Test: allows the user to upload a test from an external zip file. For more information, see the Import/Export Tests document.

4. Select the **Build Test** button.

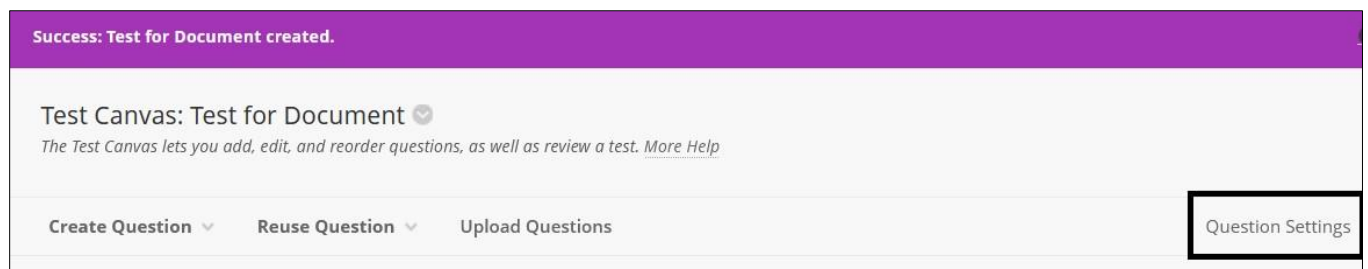


5. On the **Test Information** page, enter the name, description, and instructions for your test. Once you have entered the information, select **Submit**.

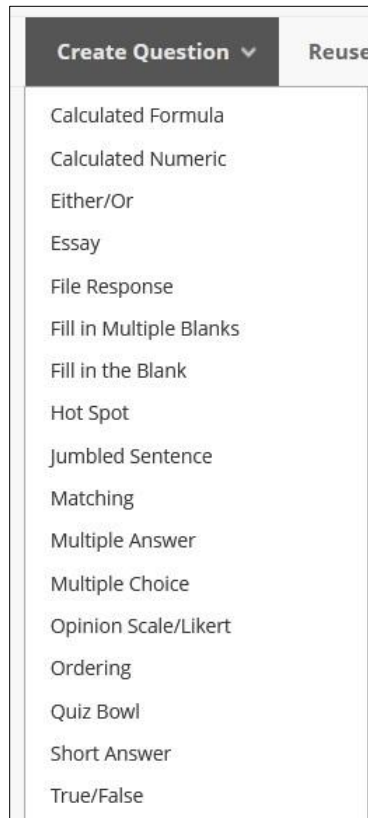


6. On the **Test Canvas** page, questions can be added and edited, add question sets or random blocks, reorder questions, and review your test.

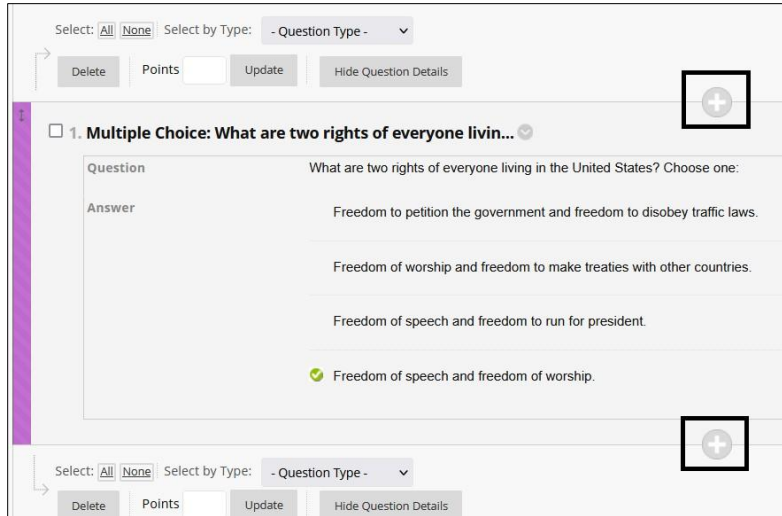
Note: Before you start building your questions, you may want to review the Question Settings and change the pre-set options.



7. Click **Create Question** and then select a question type. In this example, a Multiple-Choice Question is used.



8. Once a question type is selected, question text, options, answers, automatic feedback, and any notes are entered on the next page. When finished, either click **Submit and Create Another** or **Submit**.
9. Instructors will be brought back to the main Test Canvas page. Here the user can add more questions before and after the one that was just created using the + symbol. Instructors will be given the list of question types again. Continue adding questions until the test is completed.

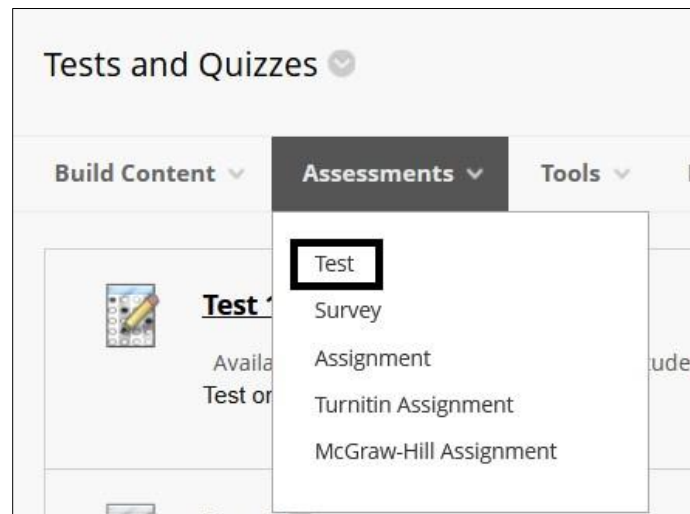


Note: Instructors can create a question pool for a test. A pool is a collection of questions, perhaps on a specific topic, from which they can draw questions from. One of the benefits of this is the ability to ensure that each test has a different set of questions for a particular topic. For more information, see the Create Test Pools document.

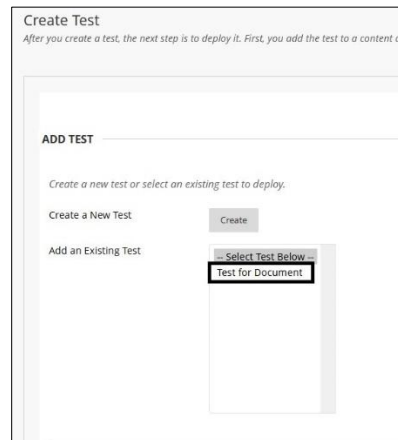
Making a Test Available to Students

Adding the Test to a Content Area

1. Select the Content area where the test will reside, for example **Tests and Quizzes**. Select **Assessments > Test**.



2. Under **Add an Existing Test**, highlight the test and select **Submit**.



Test Options

The next page brings instructors to the **Test Options** page. On the Test Options page, the following can be set by the instructor: test description, timer, display dates, and more. For more information, see the Test Options document.

To make the test available to students, scroll down to the **Test Availability** settings and change the first option to **Yes**. Select **Submit** to save all settings. These steps will deploy the test in the chosen Content area.



For more information access [Create a Test](#)

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu