

# Creating and Deploying Tests and Quizzes

There are five basic processes in the lifecycle of a test or quiz in Blackboard:

1. Create	2. Deploy	3. Take	4. Grade	5. Review
Instructor creates test and adds questions in Test Canvas	Instructor sets test presentation and review options and makes test available to students in desired content area	Student takes the test and reviews results	Instructor grades questions not graded by Blackboard and adds feedback to student	Student reviews grade and any feedback details
Control Panel   Course Tools   Tests, Surveys, and Pools   Tests	Content Area in Course Menu	Content Area in Course Menu	Grade Center	My Grades

## Step One – Add the Test

Tests are created using the Test tool:

1. Under the Control Panel click Course Tools
2. Click Tests, Surveys, and Pools
3. On the Tests, Surveys, and Pools page click Tests

The screenshot shows the 'COURSE MANAGEMENT' sidebar on the left with 'Control Panel' expanded to show 'Course Tools'. A red circle highlights 'Tests, Surveys, and Pools' in the 'Course Tools' list. A second screenshot on the right shows the 'Control Panel' with 'Course Tools' expanded, and 'Tests, Surveys, and Pools' highlighted with a red circle. A third screenshot on the left shows the 'Tests, Surveys, and Pools' page with 'Tests' highlighted by a red circle. Arrows indicate the navigation path from the sidebar to the 'Tests, Surveys, and Pools' page, and then to the 'Tests' link.

4. The Tests page displays any tests that already exist in the course and allows you to build new tests
5. Click the Build Test button

The screenshot shows the 'Tests' page with a 'Build Test' button highlighted by a red circle. Below the button, there is a 'Name' field containing 'Respondus LDB Test' and a dropdown arrow.

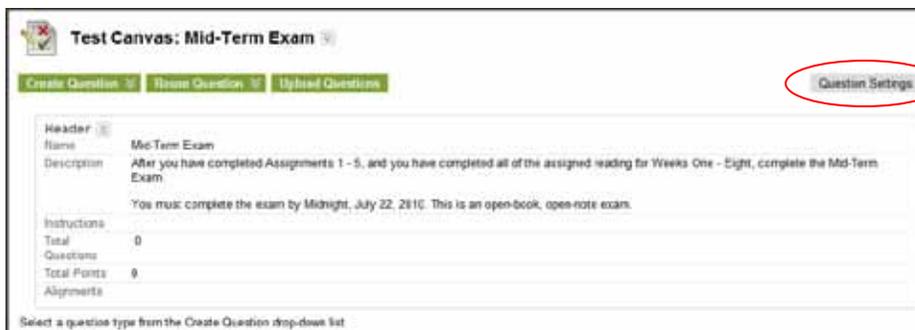
6. On the Test Information page, enter a Name (required), the Description (optional), and any Instructions (optional)
7. Click Submit

### The Test Canvas

After entering the test information, the Test Canvas page appears, displaying the test name, description, and instructions. The next step is to select the Question Settings – these settings control the options available to you when creating test questions – be sure to change these settings **before** you create any test questions.



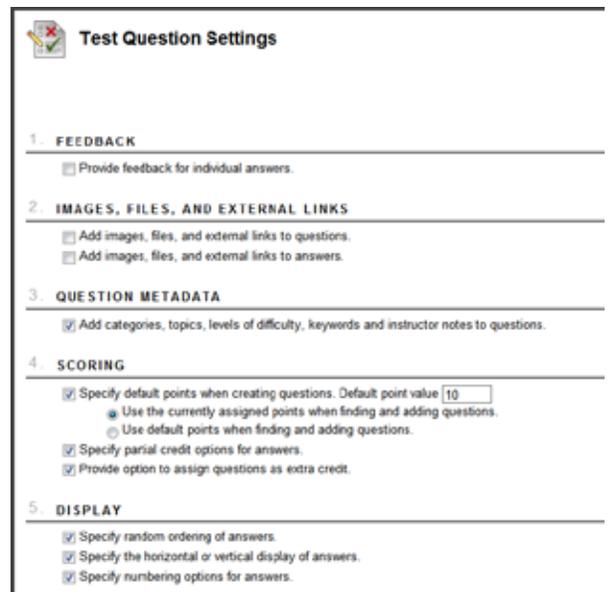
8. On the Test Canvas page, click the Question Settings button in the top-right corner of the page



9. On the Test Question Settings page, select the options you want to make available - selecting an option does not force you to use that option in each question
10. Click Submit

The process of adding questions to tests is similar for each question type. For information and tutorials about each of the question types, see the "[Available Question Types](#)" PDF file.

11. Click the Create Question button
12. Select the desired question type from the drop-down list that appears
13. Add the required information, then click Submit
14. Use the same process to add all the questions you need in this test



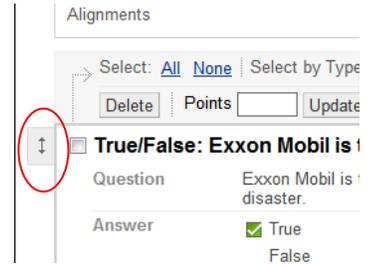
At the minimum, you must type the question text, indicate the correct answer, and enter the point value. Depending on the type of question selected and the Question Settings you chose, you may need to type more information for the question.



At any time, you can edit or delete a question from the Test Canvas page. Click the chevron arrows to the right of the question header, then select Edit or Delete.

### Reordering Questions

By default, questions are presented to students in the same order they were added to the test. New questions added to the test always appear as the next question at the bottom of the test. If the order of the questions is important, you can use the mouse to drag and drop the questions in the order you would like. Click and drag the small arrow icon located on the left edge of each question and drop the question where you would like to position it.



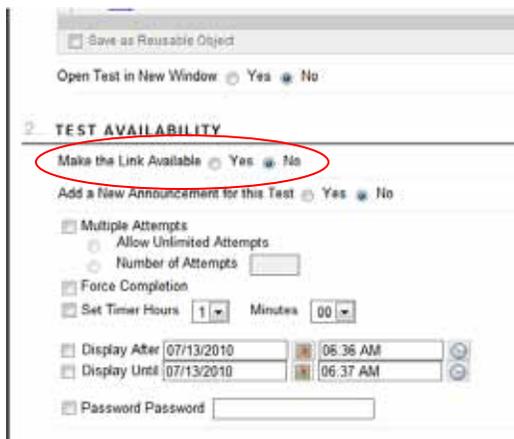
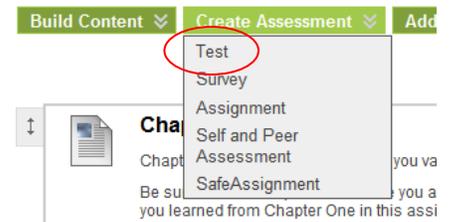
In addition, when a test is made available to students, you can choose to have the questions randomly displayed to each student as they take the test.

### Deploying Tests

Once your test questions are complete, it's time to "deploy" the test to a specific content area, learning module, or folder so it is available to students. During this process you'll also set test options to control how and when the test is presented to students.

Each test can only be deployed once to a specific content area, learning module, or folder.

1. Be sure **Edit Mode is: ON**
2. Click the content area link in the Course Menu on the left side of the screen, then click on the learning module or folder where you want to deploy the test, if necessary
3. Select the Create Assessment drop-down list, then select **Test**
4. On the Create Test page, select an available test from the Add Test box
5. Click Submit
6. In the Test Options page that appears, you can edit the test Name and Description – **Note: name or description changes only appear in the content area. They will NOT change in the Tests tool or in the Grade Center column!**
7. Under Test Availability, select **Yes** for the **Make the Link Available** option



If display dates are selected, the Make the Link Available option must still be set to Yes. The display dates will be used in conjunction with the link availability setting.

8. Select the desired options for Self-assessment, Test Feedback, and Test Presentation
9. Click Submit

If Multiple Attempts are allowed, students can take the test more than once – left unchecked, students are allowed only one attempt. Use Grade Center settings to determine which score to use when multiple attempts are allowed.

Force Completion forces students to take the test the first time it is launched – they cannot save it and return to it later.

When Set Timer Hours is selected, students are timed, but not stopped if the time expires; however, the test is not graded until the instructor reviews the test when the time is exceeded. A timer is visible to students during the test.

Optional passwords are limited to 15 characters and are case-sensitive.

Check the Hide Results for This Test Completely from the Instructor and the Grade Center option to make the test a self-assessment for students. Instructors cannot see the students' answers and the Grade Center column only indicates the test has been completed.

Select One at a Time and Prohibit Backtracking to prevent students from referring back to previous questions. If All at Once is selected, the entire test is displayed on one screen so students may have to scroll down the page to answer questions.

When Randomize Questions is selected, questions are displayed in a different order for each student each time they take the test.

Open Test in New Window  Yes  No

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**2. TEST AVAILABILITY**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Set Timer Hours  Minutes

Display After

Display Until

Password

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**3. SELF-ASSESSMENT OPTIONS**

Include this Test in Grade Center Score Calculations

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

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**4. TEST FEEDBACK**

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

Feedback

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**5. TEST PRESENTATION**

Presentation Mode

All at Once

One at a Time

Prohibit Backtracking

Randomize Questions

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**6. SUBMIT**