Create a Test in Blackboard

Introduction: *The goal of this help guide is to provide faculty with directions for creating a test through the Test Manager Feature. Make sure you give some thought to what type of knowledge you are testing so you can create test items that match what is being assessed. Use the Test Manager to create, modify, and remove tests. See Deploying Tests HowTo for deploying the test once created.*

Summary of Keystrokes

Access **Blackboard** and **Login**. Select your **course**.

1. Click **Control Panel**
2. Click **Test Manager** in the Assessment area.
3. .

HINT: There is also an option to import a test but that requires the test to be formatted properly for import. Details for this are in the instructor manual in the control panel help section. Check with your test bank creator to see if it has been formatted for import into Blackboard.

Access **Blackboard**, **login** and select your **course**.

CREATE THE TEST
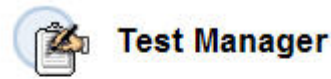
1 Click the **Control Panel**.
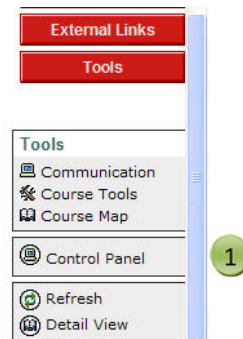
2 Click **Test Manager** in Assessment area.

3 Click **Add Test**.

HINT: If you have a test formatted for import, use the Import option. Some publishers provide them but they must be formatted for import.

Test Manager

Add and modify Tests. After creation, Only test packages may be imported
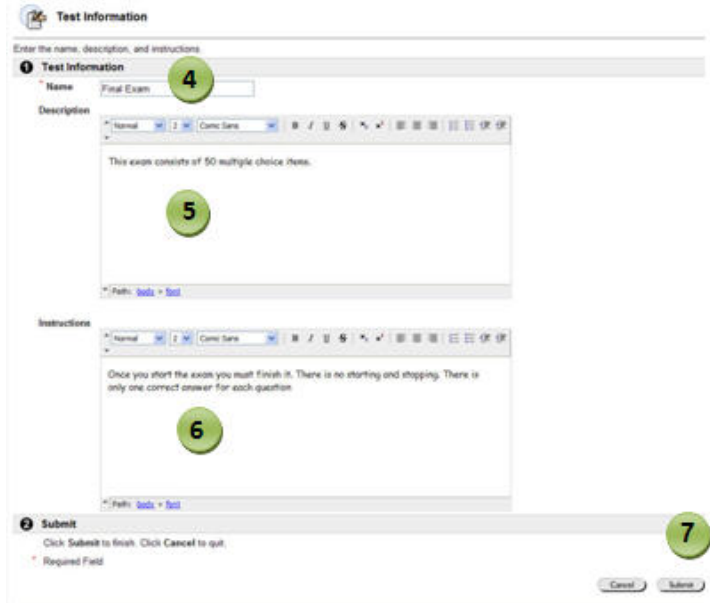
3 ☑ Add Test ☑ Import

4 Type a **Name** for the test.

5 Select **Enter a description** for the test.

6 **Enter instructions** for the users who are taking the test.
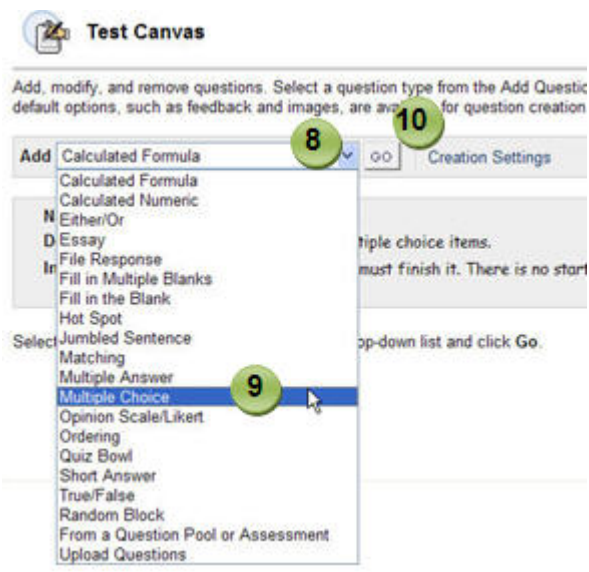
7 Click **Submit**

Test Information

Enter the name, description, and instructions

❶ **Test Information**
* Name   Final Exam   **4**
Description

This exam consists of 50 multiple choice items.

5

Path: body » font

Instructions

Once you start the exam you must finish it. There is no starting and stopping. There is only one correct answer for each question.

6

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❷ **Submit**
Click **Submit** to finish. Click **Cancel** to quit.   **7**
* Required Field

Cancel   Submit

8 Click the **down arrow** to select the type of test item.

9 Select the **type** of question to add.

10 Click **GO**

Test Canvas

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

Add Calculated Formula   **8**   GO   Creation Settings   **10**

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   **9**
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False
Random Block
From a Question Pool or Assessment
Upload Questions

Type and format the stem of the question.

Select a point value for the question.

Select the answering options.

Select an answer orientation.

Select the number of answer choices.

Type the answer options in the correct text boxes.

Click the circle to the left of the corrrect answer.

Click Submit.

HINT: If you select Text in option 1, your choices will be Select the background color and Select the text color.