

Blackboard Tips: Quizzes and Tests



Create online tests and quizzes using Blackboard's (<http://blackboard.uscupstate.edu>) Test tool. There are a large variety of test options and question types available. Create online tests and quizzes using Blackboard's Test tool. These tests can be used for evaluating learning (with grades) or to allow students to master concepts using self-assessment.

Purpose and Applications

- Measure student knowledge.
- Gauge student progress.
- Gather information from students.

How-to Add a Quiz or Test to Your Course

Creating a Quiz or Test

- Navigate to the Content Area location where you would like the test or quiz to be located.
- From the course menu, click on **Assessments → Test**

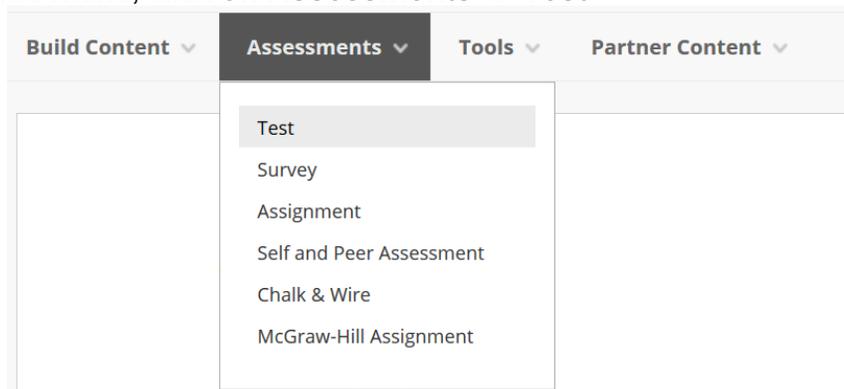


Figure 1: Course Menu

- On the **Create Test** page, click on **Create**.

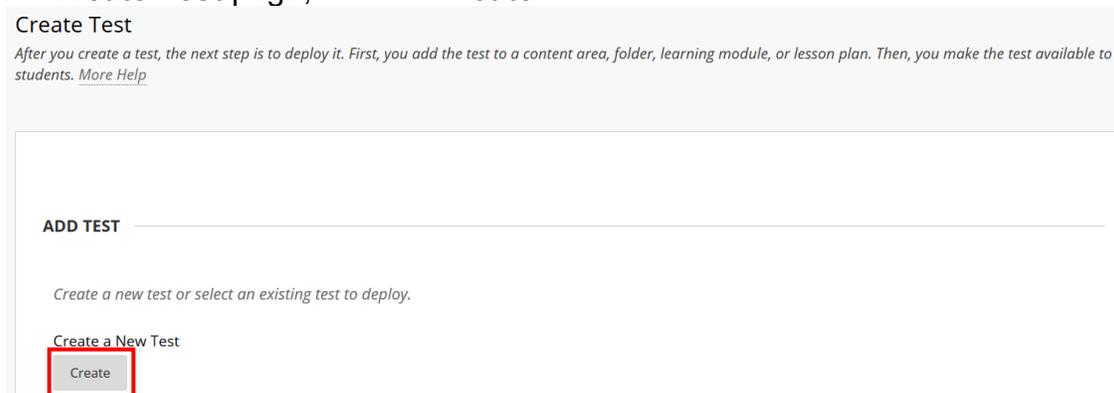


Figure 2: Create Test Page

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- On the Test Information page, enter the Name of the test, a description, and instructions.
 - The **Name** is required for creation.
 - The **Description** will be presented to your students before they begin the test. A short description is recommended, but not required for creation.
 - The **Instructions** will be presented to students during the test. *Instructions are strongly recommended*, but not required for creation.
- Click **Submit** on the bottom right.

Adding Questions to Create a Quiz or Test

- On the **Test Canvas** page, create, add, or import the test questions. You can create several questions at once from a Word document using a [Blackboard Test Generator](#). See Additional Resources for directions.
- Click **Create Question** to start adding new question types.
 - Useful **question types** include Essay (for letting students write in a text box, including a Math Editor, and add image options), Ordering, Matching, File Response (to upload an image, document, or other type of file), and the usual Multiple Choice, and True/False.
 - You can change the point values as you enter questions by typing directly in the **Points** box.

The screenshot shows the 'Test Canvas: Tips Sheet Test Example' interface. At the top, there are tabs for 'Create Question', 'Reuse Question', and 'Upload Questions'. Below these is a summary box with fields for 'Description', 'Instructions', 'Total Questions' (set to 1), and 'Total Points' (set to 10). A 'Select by Type' dropdown is set to 'Question Type'. Below this are buttons for 'Delete', 'Points', 'Update', and 'Hide Question Details'. A question titled '1. Essay: Tip Question 1: Question' is shown with a 'Points: 10' field highlighted in red. A success message 'Success: Question created.' is visible above the question input fields.

Figure 3: Adding Questions on the Test Canvas Page

- After you have added all your questions and adjusted the points, click **OK** at the bottom right.

Completing Quiz or Test Options to Deploy a Quiz or Test in Your Course

After creating your test questions, you will return to the **Create Test** page where you first chose “Create a New Test.” You will complete your test options to make your test live in your course. Note: You may also create several tests or quizzes at once and then use the Create Test option in various parts of your course to “Add an Existing Test.”

- You will now see your new test on the **Create Test** page. **Highlight it** and click **Submit**.

Create Test

After you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. [More Help](#)

ADD TEST

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

Create a New Test

Add an Existing Test ^

Figure 4: Selecting Test for Deployment

- On the **Test Options** page, you will have a variety of options relating to the presentation and availability of the test.
 - Under **Test Information**, it recommended you show the description and/or instructions before the student begin the test.
 - Under **Test Availability**, select **'Yes'** next to **Make Available to Student**.
 - If using **Multiple Attempts**, select **Highest Grade** in **Score Attempts Using**. This is great for low-stakes study-guide quizzes designed to help students recall information or test their reading comprehension.
 - You can add exceptions for select students or groups under **Test Availability Exceptions**, by adding a user or group to the list of exceptions. See Additional Resources below for directions.
 - Scroll to the bottom of the screen to enter a **Due Date** to automatically add the test to the Course Calendar and to student reminders. Do not miss this step.

TEST AVAILABILITY EXCEPTIONS

DUE DATE

Due Date

Do not allow students to start the Test if the due date has passed.

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- If don't want the test to count for a grade, uncheck the **Include this Test in Grade Center score calculations**.
- Under **Show Test Results and Feedback to Students**, you can select the level of review you would like to allow students to have.
- Under **Test Presentation**, you can select how the questions will be presented (all at once or one at a time), prohibit backtracking (*not recommended*), and if you wish to randomize questions.
- Click **Submit** at the bottom of the page to deploy the test.

Quick Tips for Use

- Use the **Due Date** option to add the test to the course calendar and make an announcement about the test, including when it is due or limits to the amount of time allowed to complete the test.
- If you want a test submitted by midnight, set the due date for 11:59 pm on your chosen date.
- Use a variety of question types.
- It is a best practice to provide feedback on tests.
- Allow Backtracking in case students want to go back to correct an earlier response.
- Do not randomize questions if you have questions that build on each other (you need information from question 1 to do question 2)
- **Triple check your test questions**, answers, and options *before* deploying the test to students.
- [Other Best Practices](#)

Additional Resources

- [Test, Pools, and Surveys in Blackboard](#)
- [Generate a Test or Quiz from a Word Document](#)
- [How to Create a Variety of Question Types](#)
- [How to Reuse Questions](#)
- [How to Upload Questions](#)
- [How to Use Question Pools](#)
- [Test Options and Exceptions in Blackboard](#)