Faculty: Creating Tests in Blackboard 9.1

There are several ways to create a test in Blackboard 9.1. You can create a test within the test bank, which saves all of the tests created without assigning them to a particular content area; you can create a test from a test-question pool that you’ve created at an earlier time, or you can develop a test directly in the content area in which you want to present it to your students. This document will discuss the first option: creating a test within the test bank Tests, Surveys, & Pools to store until you decide in which content area to assign it, or to maintain multiple tests covering the same material so that you can deploy different versions.

Creating a Test to Store in the Tests, Surveys, & Pools Tool

1. Go to the “Control Panel” from the course in which you would like to create a test and click the Course Tools option, then select the Tests, Surveys, & Pools tool:

2. Next, click the Tests area.
3. The Tests tool page will appear. This page includes a list of all the tests that are in your course and indicates whether they have been deployed for use by students as well as the date on which a test was last edited.
4. On the “Tests” tool page, click on the Build Test button to create a new test.
5. The “Test Information” screen will appear. In section 1, enter the test name in the first field, descriptive text in the second field, and instructions for users in the third field.
6. Click Submit.
7. You should see a green “Success” message at the top of the next screen, which is the “Test Canvas” page. Your test’s name, description and instructions will be listed.
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a. You can change any of the above descriptors by clicking on the down arrow to reveal a drop-down menu and selecting Edit.

b. This is will take you back to the “Test Information” screen.

c. Change the info you want and click Submit to return to the “Test Canvas” page.

8. When done setting up the test information, click on the Question Settings button near the top of the screen to the right of the Action Bar:

9. On the “Test Creation Settings” page, select the options you want to apply to your test, such as a default point value for questions, question and answer numbering, display and ordering, etc.

10. Select Submit when you have finished selecting options.

11. When you return to the “Test Canvas” page, you can add questions to your test. Click on the Create Question button on the “Action Bar” to reveal a drop-down list of types of questions:
12. Select the type of question you want to create. This will take you to the “Create/Edit Question” page, where you enter the **Question Text**, **Point Value**, **Answer Text**, and other options for displaying the questions, depending on the type of question you want to create.

13. After filling out your desired question options, click **Submit**.

14. You will be returned to the “Test Canvas” page and your new question will appear, along with the points you assigned to it.

15. To add more questions, repeat steps 11-14.

16. When you finish adding questions to your test, scroll down and click the **OK** button at the bottom of the screen.

17. You will be returned to the “Tests” tool page, and you should now see your test listed on the page.

18. At this point, you can leave the test as it is, un-deployed and ready for use at a later date.

**To Deploy a Test Stored in the Tests, Surveys, & Pools Tool**

1. Login to Blackboard 9.

2. In the **My Course** module, click the link for the course in which you wish to work.

3. Toward the upper, right-hand side of the screen, make sure the **Edit Mode** switch is **On**. If it is **Off**, click **Edit Mode** once to turn it **On**.

4. Navigate to the **Content Area** in which you want to deploy the test.

5. Next, click **Assessment** in the “Action Bar” and select **Test**:

6. The “Create Test” screen will appear. You should see a box with a list of your undeployed test names:
7. Click on the **name of the test** you desire to deploy to highlight it, click **Submit**.

8. This should take you to the “Test Options” page, where you can change the test name or description, make the test available to users either immediately or between certain dates and times, change the number of times a user can take the test, set a time for the test, require a password to enter the test, choose the presentation mode, and set “Grade Center” options.

9. After filling out the “Test Options” as you desire, scroll down and click the **Submit** button.

10. Your test is now ready for users to complete and submit.

**Viewing Submissions**

Once your students submit their initial responses to your questions, you can view individual submissions or download all submissions. To view submissions or download:

1. Go to the **Control Panel**, click **Grade Center**.
2. Click **Full Grade Center**.
3. Scroll to the “Grading Column” for your test.
4. You will see a mixture of grades, dashes (for those who have not yet taken the test), and possibly green exclamation points for tests that require you manually grade portions (such as essays).