

Creating Tests in Blackboard

Introduction

The test function in Blackboard can be used to assess learner knowledge and skill, and allows for the following assessment formats: multiple choice, true/false, multiple answer, ordering, matching, fill in the blank, and essay. Assessments can be designed to provide immediate feedback to students, and can also be tied into the Blackboard grade book function for automatic recording of assessment scores. There are several ways to create a test and many options available when creating a test. The instructions below cover the basics.

Brief instructions for creating a test in Blackboard

Below are the brief instructions for creating a test in your course.

1. Login to your Blackboard course website: <http://campus.fsu.edu>
2. Click on **Control Panels**
3. Click on **Test Manager** in the **Assessment** area
4. Click on the **Add Test** button
5. Provide a name, description, and instructions for the test
6. Click on **Submit** and then click on **OK**

To view, modify, or remove a test

1. Follow steps 1 – 3 above for creating tests
2. Find the desired test and then click on either **Modify** or **Remove**, as appropriate
3. If modifying an existing test, then make the desired modifications
4. Click on **Submit** and then click on **OK**

To add items to a test

1. Follow steps 1 – 3 above for creating tests
2. Find the desired test and then click on **Modify**
3. Select a format for the test item and click on **GO**
4. Provide the pertinent information that Blackboard requests for the test item format you chose, e.g., the question text, the point value, feedback, etc.
5. Click on **Submit** and then click on **OK**

To modify and remove items on a test

1. Follow steps 1 – 3 above for creating tests
2. Find the desired test and then click on **Modify**
3. Find the desired test item and then click on either **Modify** or **Remove**
4. Make the desired modifications
5. Click on **Submit** and then click on **OK**

To deploy a test to your Blackboard course

1. Login to your Blackboard course website: <http://campus.fsu.edu>
2. Click on **Control Panels**
3. Click on the **Content Area** where you wish to place the test, e.g., **Assignments**
4. Click on the **Add Test** button
5. Select the test you wish to deploy from the list provided
6. Click on **Submit** and then click on **OK**

To make a test available for students to take

The steps below assume that the test in question has already been deployed

1. Follow steps 1 – 3 above for deploying a test
2. Find the name of the desired test and click on the corresponding **Modify** button
3. Click on the link called **Modify the Test options**
4. Under **Test Availability**, find **Make the link available** and select **Yes**
5. Click on **Submit** and then click on **OK**

To take a test

1. Go to the home screen (click on the **Home** tab in the upper left and then on the desired course)
2. Click on the **Content Area** where you placed the test, then click on the name of the test you wish to take

To view test grades in the Blackboard gradebook

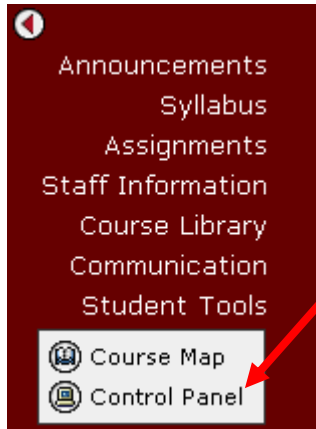
1. Login to your Blackboard course website: <http://campus.fsu.edu>
2. Click on **Control Panels**
3. Click on **Gradebook** in the **Assessment** area
4. When you finish viewing grades, then click on **OK**

Detailed instructions for creating a test in Blackboard

Step 1. Login to your Blackboard course website at: <http://campus.fsu.edu>

Step 2. Click on Control Panel

After you login, find and click on the [Control Panel](#) link on the left side of the screen.



Step 3. Click on Test Manager

In the [Assessment](#) area, find and click on the [Test Manager](#) option.



Step 4. Click on the Add Test button


In the new webpage that opens, find and click on the [Add Test](#) button.




Step 5. Provide a Name, Description, and Instructions for the test

Name

Description

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

Instructions

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

Step 6. Click on the Submit button, and then on the OK button to finish the process

