

## Blackboard Assessments (Tests)

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There are three methods that can be used to create a test but in all cases there are three steps:

1. Create the questions (type them in or otherwise)
2. Create the test (assemble the questions)
3. Deploy the test (make it available to students)

**Method 1** – Start in Control Panel, Course Tools, Tests, Surveys and Pools  
Type the questions into a pool > Create a test > Deploy the test

This is the recommended method as it offers the most flexibility.

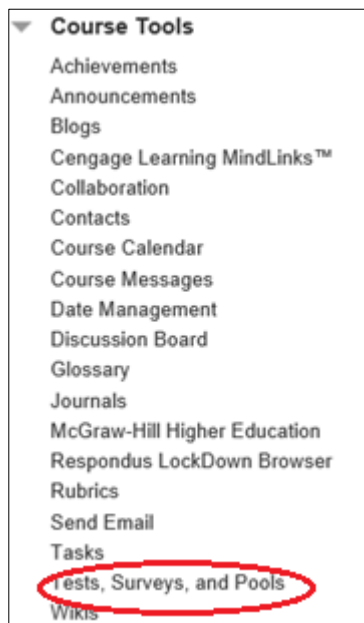
See [Using Respondus to Create Bb Test Questions](#) for another option to easily compile questions into a pool outside of Blackboard.

**Method 2** - Start in Control Panel, Course Tools, Tests, Surveys and Pools  
Create a test (this will direct you to create the questions) > Deploy the test

**Method 3** – In a content area hover over Assessment and create a test  
Deploy the test (this will direct you to create the questions and by default create a test)

### To Create a Pool

1. Go to Control Panel, Course Tools, and click on Tests, Surveys and Pools



2. Click on Pools

## Tests, Surveys, and Pools

### Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

### Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

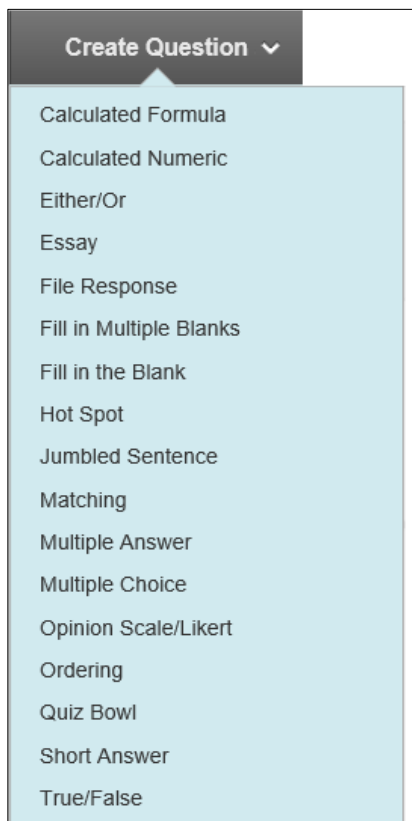
### Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. Click on **Build Pool**



4. **Name the Pool** – make it topic relevant.
5. Click **Submit**
6. Add questions to the pool by clicking **Create Question** and selecting a question type



7. Feedback for correct and incorrect answers can be added if desired

8. Add **Categories and Key Words** if desired. Once you add a category it will be available to “choose from existing” for future questions.

**Example:** Fill in the Blank Question

**Question**

Question Title

\* Question Text

Paragraph Arial 3 (12pt)

Another name for street is \_\_\_\_\_

Path: p Words: 5

**Answers**

Add answers for all possible correct responses.

Number of Answers

\* Answer 1 Exact Match road  Case Sensitive Remove

\* Answer 2 Exact Match avenue  Case Sensitive Remove

\* Answer 3 Exact Match boulevard  Case Sensitive Remove

\* Answer 4 Exact Match lane  Case Sensitive Remove

### Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Rich text editor toolbar: Paragraph, Arial, 12pt, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Table of Contents, Undo, Redo, Print, Full Screen, Help.

Feedback text: **Good job!**

Path: p Words: 2

Incorrect Response Feedback

Rich text editor toolbar: Paragraph, Arial, 12pt, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Table of Contents, Undo, Redo, Print, Full Screen, Help.

Feedback text: **Sorry, that is not correct.**

### Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories: None | Add Tag  x | OK | Choose from Existing

Topics: None | Add

Levels of Difficulty: None | Add

Keywords: None | Add

Description

Instructions

Total Questions 1

Total Points 0

Go

#### Browse Criteria

View  Reset to Default

▶ Question types

#### Criteria Summary

+ Question types

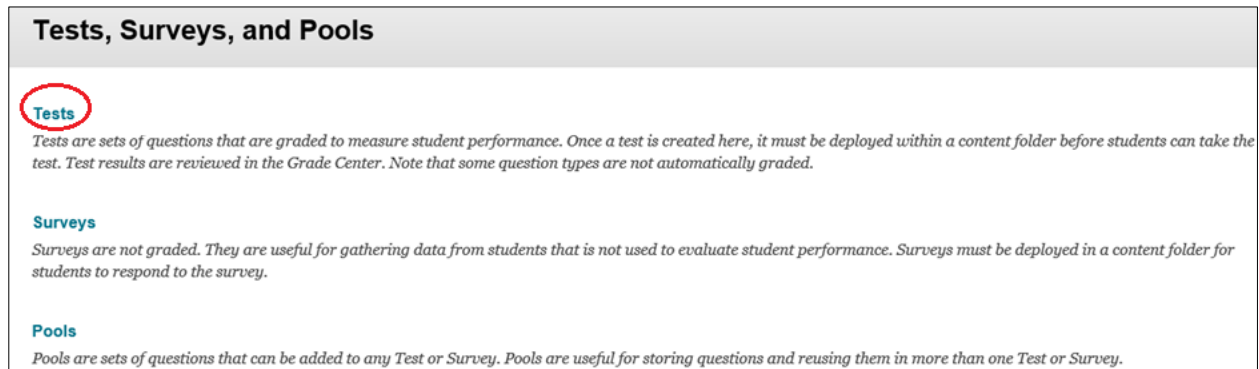
Displaying 1 to 1 of 1 items

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	Another name for street is _____	Fill in the Blank	-

Displaying 1 to 1 of 1 items |

## To Create a Test

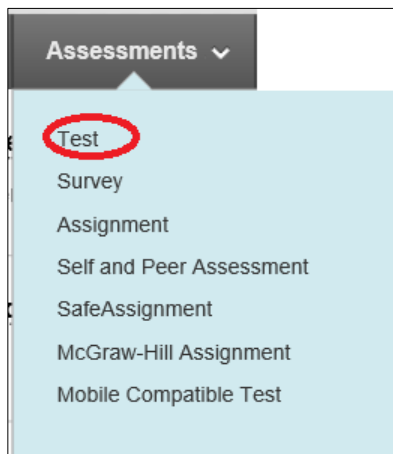
1. Go to Control Panel, Course Tools, and click on **Tests, Surveys and Pools**
2. Click on **Tests**

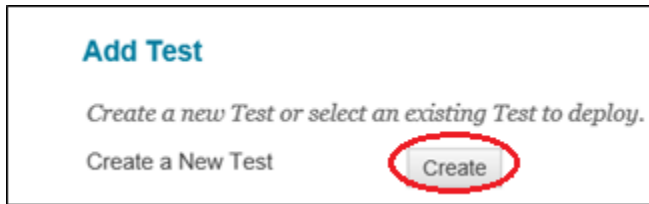


3. Click on **Build Test** – within this area, there is space to type a description and instructions. There is a similar opportunity when a test is deployed. Import Test will allow an exported test (presumably from another class) to be imported (questions and all)



4. Alternatively, you can go directly to the content area where the test will be deployed, Click **Assessments**, Test then **Create** to Create New Test. Continue as shown below.

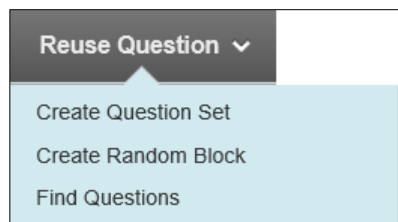
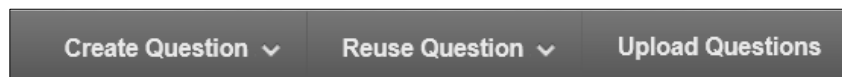




5. Name the test and click **Submit**



6. Either click on **Create Question** to create new question or click on **Reuse Questions** to pull questions from a pool or pre-existing test. Create Question offers the same options available in creating questions within a pool. Reuse Question offers three options:
  - a. **Question Set** – pull a set number of questions randomly from a list of chosen questions. Use this to select the questions that will be chosen randomly.
  - b. **Random Block** – pull a set number of questions randomly from a pool. Use this to make all of the questions in a pool available to be chosen.
  - c. **Find Questions** – all of the questions selected using this method will be used on the test (no randomness)



## Randomly Selected Questions

1. Click **Reuse Question, Create Random Block**
2. Select your pool(s)
3. Select all question types
4. Click **Submit**
5. Select number of questions to import
6. Click **Submit**
7. Input points per question
8. Click **Submit**

9. Click **OK**

**Choose Criteria**

View ▾ Reset to Default

▼ **Pool**

- Bb Demo Test
- Bodies of Water
- Demo Test
- Deserts
- Flowers
- Legal Lingo
- Mountain Ranges
- Planets
- Rivers
- Sample Test Pool
- Trees

▼ **Question types**

- All Pool Questions
- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay

Random Block

Points per question: 10  
Total Points: 10

Success: Random block saved. Edit number of questions to display and points.

Total Questions:	8
Number of Questions to display:	1
Source Pool:	Bb Demo Test
Question Types:	All Pool Questions

[Preview questions that match selected criteria](#)

## Specifically Selected Questions

1. Click **Reuse**
  - a. Select **Create Question Set** if you want them all to be the same number of points
  - b. Select **Find Questions** if you want to individually assign point values to questions or make any of the extra credit
2. Select Pool (your pool and any tests will appear). Click Sort by Source Name to organize)
3. Check question types to include
4. Check actual questions to include
5. Click **Submit**
6. Input points per question
7. Click **Submit**
8. Input total questions

9. Click **Submit**

10. Click **OK**

▼ **Pools**

- All Pools
- Bb Demo Test
- Bodies of Water
- Demo Test
- Deserts
- Flowers
- Legal Lingo
- Mountain Ranges
- Planets
- Rivers
- Sample Test Pool
- Trees

▶ **Tests**

▼ **Question types**

- 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
- Opinion Scale/Likert

<input type="checkbox"/>	Question Text ▲	Question Type	Source Name	Source Type
<input checked="" type="checkbox"/>	What event involving candy and costumes takes place on October 31st? Click t...	Fill in the Blank	Bb Demo Test	Pool
<input type="checkbox"/>	What is the last name of my instructor for this class?	Multiple Choice	Bb Demo Test	Pool

Question Display ▼

Displaying 1 to 2 of 2 items | [Show All](#) [Edit Paging...](#)

**Note:** If you selected “Find Questions” you will have the option to select a Mode. Select a mode – copy selected questions or link to original questions. If “link to original questions” is selected, changes made to the original question will be made to those

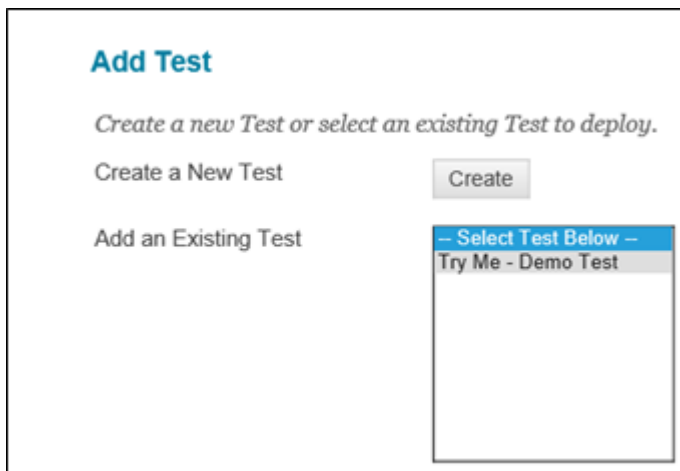


reused in other surveys. Select “copy original questions” to make alterations to the original question.



## To Deploy a Test:

1. Go into the content area in Blackboard where the student should go to create the test
2. Hover over **Assessment** and click on **Test**
3. From this screen either select a previously created test (note that previously deployed tests will not appear in the list) or **Create** to create a test. If create is chosen, a process similar to the one described above will be initiated.



4. Once the test is selected or created, the options for the test must be chosen. There are many of them and most are self-explanatory. It is important to communicate some of the selected options to students via the test description as they are not automatically displayed:
  - a. The number of attempts
  - b. Completion status (once started, it must be finished)
  - c. Time constraints
  - d. Whether or not back-tracking is allowed

There is an incredible amount of flexibility afforded in the Blackboard testing scenarios and much of learning how to use it involves a measure of trial and error.

**Additional Resources:** Blackboard Help <https://help.blackboard.com>