Blackboard Assessments (Tests)

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

[![Course Tools](#)](#)
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](image)

![Answers](image)
To Create a Test

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

   **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 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)

   ![Build Test and Import Test](image)

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.

   ![Assessments and Test](image)
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**

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Choose Criteria

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

Question types
- [x] All Pool Questions
  - Calculated Formula
  - Calculated Numeric
  - Either/Or
  - Essay

Random Block

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
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### 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
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