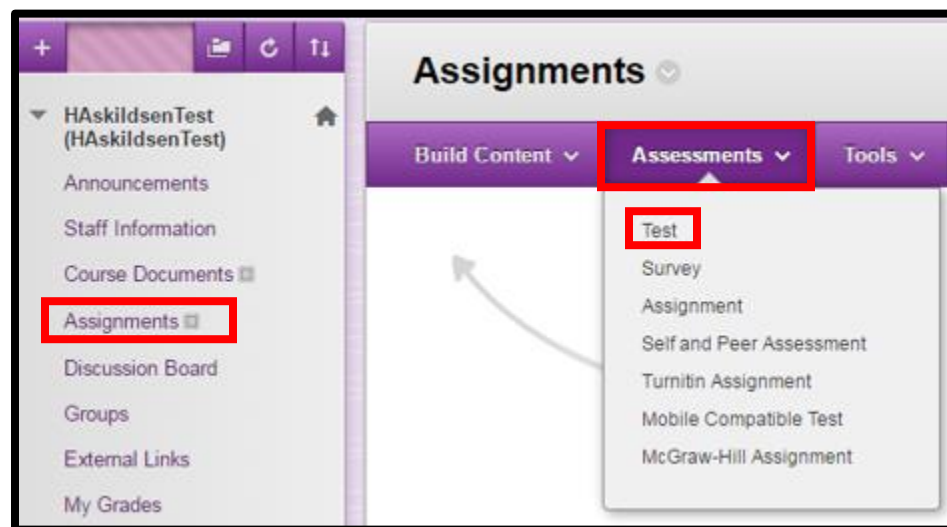


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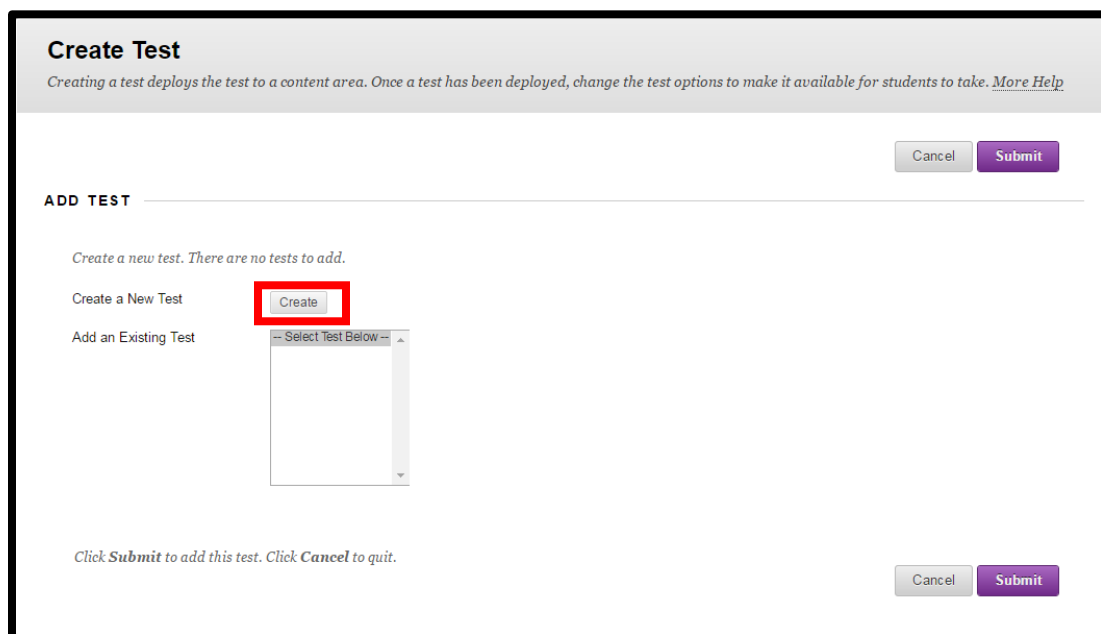
CREATE A TEST

Blackboard tests can be used to assess student understanding of a topic in the beginning of a course, and to assess student comprehension of course material.

1. Select the content area where you would like your test to appear and click Assessments > Test.



2. Click Create to create a new test.



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3. Give your test a name and click Submit.

TEST INFORMATION

Name

Description

Path: p Words: 0

Instructions

Path: p Words: 0

Click **Submit** to proceed. Click **Cancel** to go back.

4. You can create new questions, reuse questions from a pool or another test, or browse for a local file. You can also modify settings for creating each question here.

Success: Test 1 created.

Test Canvas: Test 1

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions Question Settings

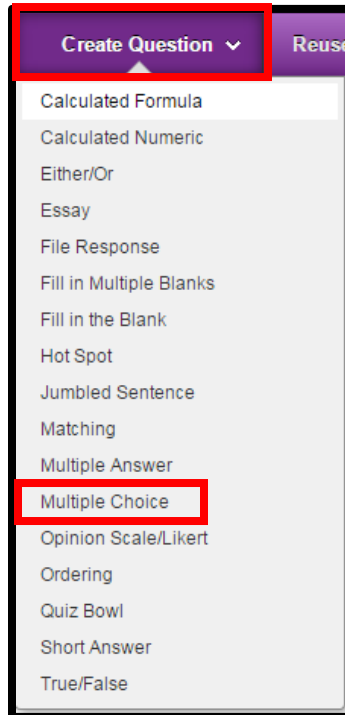
Description
Instructions
Total Questions 0
Total Points 0

This test has no questions!
Create questions or add questions from other resources.

← OK

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- Click Create Question to start building your test.



- Add a question title if desired and input your question.

A screenshot of a 'QUESTION' form. The 'Question Title' field contains 'Question 1' and is highlighted with a red box. Below it, the 'Question Text' field contains 'What color is the sky?' and is also highlighted with a red box. The form includes a rich text editor toolbar with options for font (Arial), size (12pt), bold, italic, underline, bulleted list, numbered list, link, unlink, and image. Below the text field, there is a 'Path' field with 'p' and a 'Words' counter showing '5'. Under the 'OPTIONS' section, there are settings for 'Answer Numbering' (set to 'None'), 'Answer Orientation' (set to 'Vertical'), 'Allow Partial Credit' (checkbox), and 'Show Answers in Random Order' (checkbox).

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7. Input the possible answers to that question, and be sure to mark the correct answer.

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1. Remove

T T T Arial 3 (12pt) **T** **☰** **☰** **↻** **🔗** **🔗** **?** **☰**

Green

Path: p Words:0

Answer 2. Remove

T T T Arial 3 (12pt) **T** **☰** **☰** **↻** **🔗** **🔗** **?** **☰**

Blue

Path: p Words:0

8. Click Submit and Create Another to continue adding questions of this particular type, and click Submit when finished.

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9. Click OK in the lower right hand corner.

Description
Instructions
Total Questions 1
Total Points 10

Select: All None | Select by Type: - Question Type - ▾
Delete Points Update Hide Question Details

1. Multiple Choice: Question 1: What color is the sky? Points: 10

Success: Question created. ↗

Question	What color is the sky?
Answer	Green
	✓ Blue
	Red
	Purple

Select: All None | Select by Type: - Question Type - ▾
Delete Points Update Hide Question Details

← OK

10. The test that you have just created will automatically be highlighted. Click Submit to view the test options.

Create Test
Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

Cancel Submit

ADD TEST

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

Create a New Test

Add an Existing Test
Test 1

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel **Submit**

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11. You can customize the options so they best fit your course. You can set a time limit, force completion, limit availability, and/or add a password. You can add a due date, and prohibit backtracking all in this settings area. Once you are finished, click Submit.

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit

OFF ON

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this test.

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