

## ITTC SMARTGuide for Progressive users to Blackboard Learn

This user guide focuses on creating a test & editing a test in blackboard for new users to blackboard learn. A test is an assessment tool which can be created, deployed and then graded. The following detailed steps will provide a complete tutorial for creating a test and editing it. After creating a test you can go through the **Deploying Tests** guide.

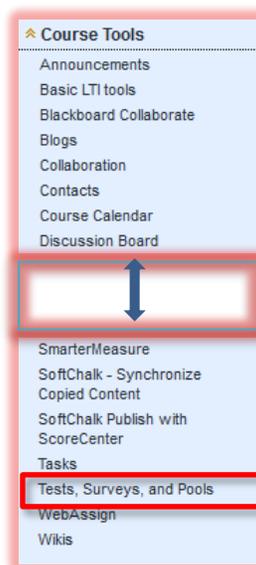
### Creating Tests

1. Expand the **Control Panel** under **Course Management** on the left hand side of the screen by clicking on it.



2. Now Expand the **Course Tools** section under it.

3. Now click on **Tests, Surveys, and Pools**.





4. Click on Tests now.

The screenshot shows a grey menu item titled "Tests, Surveys, and Pools" with a document icon. Below the title, there is a sub-link "» Tests" and a brief description: "Tests are sets of questions that are graded to measure student performance. types are not automatically graded."

5. You will see a **Build Test** option. Click on it.

The screenshot shows a grey menu item titled "Tests" with a document icon and a checkmark. Below the title, there is a description: "Tests are a means of assessing student performance. [More Help](#)". At the bottom, there are two buttons: "Build Test" and "Import Test".

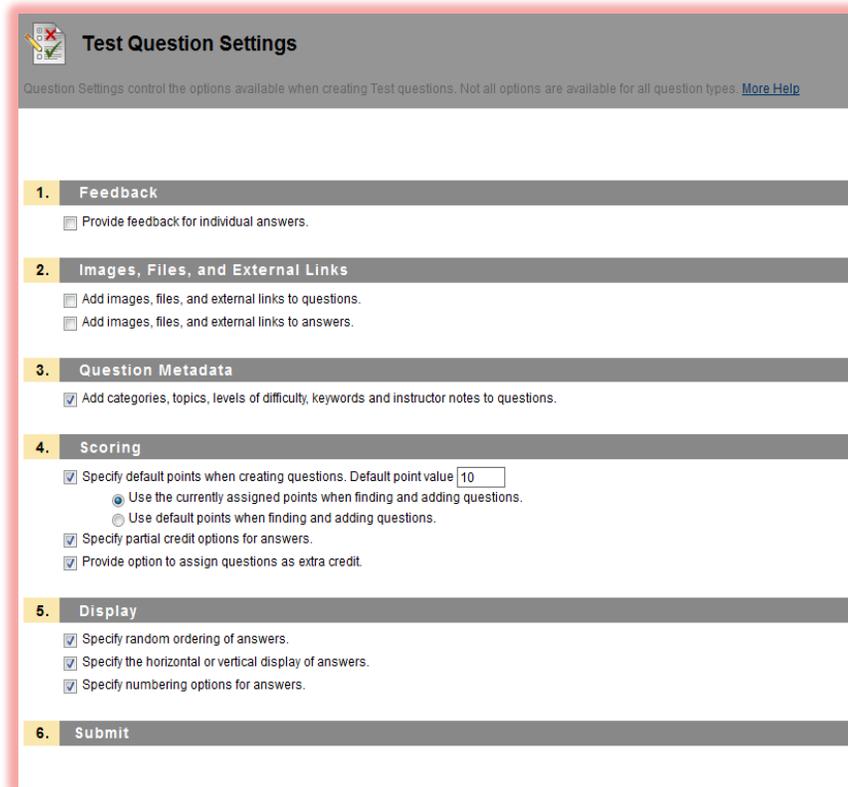
6. Enter the **name, description, and instructions**. Click on **Submit** button.



7. Before **Creating the Questions** you can change the **Question Settings**.

The screenshot shows a grey form titled "Test Canvas: Practice Test" with a dropdown arrow. Below the title, there is a description: "The Test Canvas allows instructors to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test before deploying it to users. [More Help](#)". At the bottom, there are three buttons: "Create Question", "Reuse Question", and "Upload Questions". On the right side, there is a "Question Settings" button.

As you can see from the screenshot below that any setting can be checked or unchecked from the corresponding check boxes for each option. When you are done click on **Submit** button.



**Test Question Settings**

Question Settings control the options available when creating Test questions. Not all options are available for all question types. [More Help](#)

- Feedback**
  - Provide feedback for individual answers.
- Images, Files, and External Links**
  - Add images, files, and external links to questions.
  - Add images, files, and external links to answers.
- Question Metadata**
  - Add categories, topics, levels of difficulty, keywords and instructor notes to questions.
- Scoring**
  - Specify default points when creating questions. Default point value 
    - Use the currently assigned points when finding and adding questions.
    - Use default points when finding and adding questions.
  - Specify partial credit options for answers.
  - Provide option to assign questions as extra credit.
- Display**
  - Specify random ordering of answers.
  - Specify the horizontal or vertical display of answers.
  - Specify numbering options for answers.
- Submit**

8. Now hover the mouse on **Create Question** and select **question** type you want to create by clicking on it. Some question types are listed below for information.

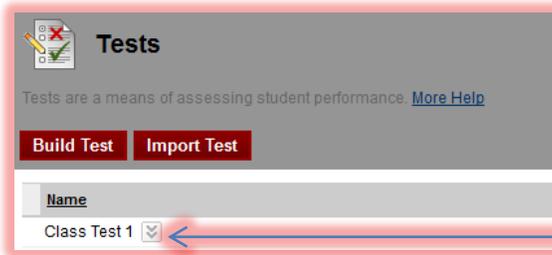
► **Question Type**

<b>True/False</b>	Students select the validity of a statement
<b>Multiple Choice</b>	Students select the single correct answer from a series of answers
<b>Multiple Answer</b>	Students select one or more correct answers from a series of answers
<b>Ordering</b>	Students are presented with a list of items they must place in order according to criteria specified in the question
<b>Matching</b>	Students are presented with two lists of items and must pair items from one list with the other list
<b>Fill-in-the-Blank</b>	Students enter text or numbers to complete a statement
<b>Essay</b>	Students write a detailed response to a question or statement

9. Fill out the necessary information for each question type you create. And always remember, after each setting you change, anything you add you have to click on **Submit** button.

## Editing Tests

1. On Tests, Pools, and Surveys select Tests. You will see the list of tests that you have created.



This is called the Chevron button

2. When you click on action button you will an option to **Edit, Export, Copy, Delete a test.**

3. Click on **Edit**.The list of questions you created will be displayed. If you want to change the question content click on chevron button corresponding to any question you want to **Edit**.

4. To modify or add points, check the checkbox before each question. Add the points into the points box, click **Update**. When you are done Click on the **OK button** on the bottom right corner.

