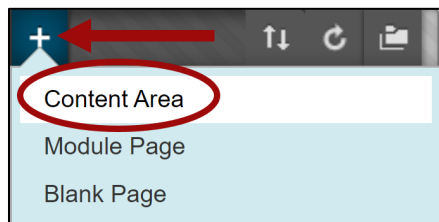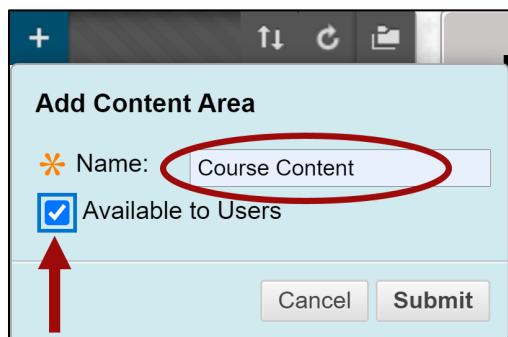# Course Content – Tests – Creating and Deploying

Tests are one of the most popular ways to evaluate students' knowledge in Blackboard. There are multiple question types available that offer options for presenting the questions. For more information on the different question types, view the handout Course Content – Tests – Test Question Types. The steps below will provide guidance on creating and deploying a test to a Content Area.
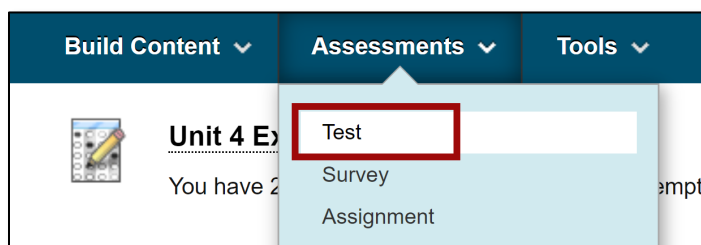
Create the Test

1. Navigate to a *Content Area*. If a content area doesn't exist, follow the steps below to create one.
    a. In the course menu, select **Add Menu Item** button in the top-left corner.
    b. Select **Content Area** from the menu.
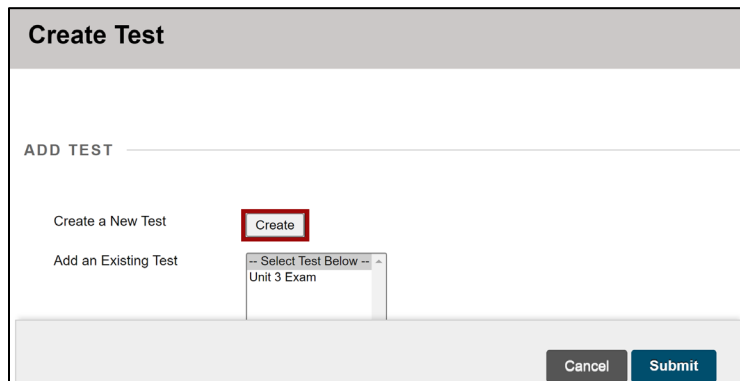

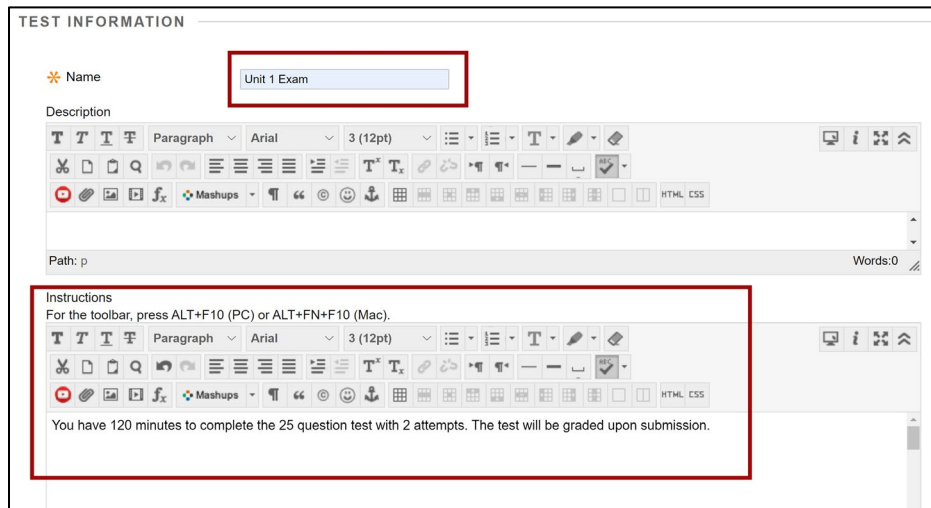   c. In the *Add Content Area* box, enter a *Name* and select the checkbox for *Available to Users*.

    d. Select **Submit**. The content area link will appear in the course menu.
2. Once the content area is created, select the link from the *Course Menu.* The content area will open. The test can be created here or folders can be created within the content area for better organization.
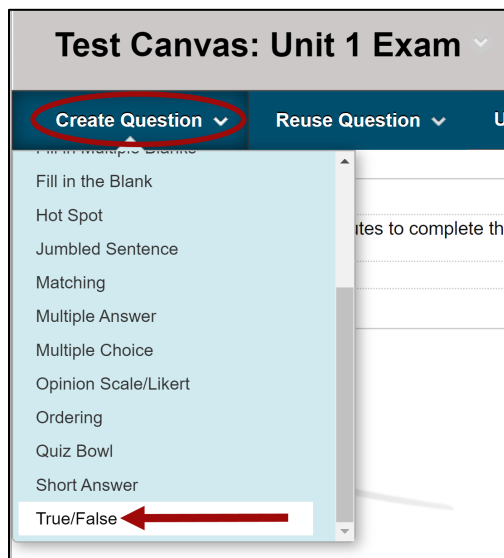3. Select **Assessments**, and then **Test**.

4. The *Create Test* page will appear. Select the **Create** button then select **Submit**.

Create Test

ADD TEST

Create a New Test   Create

Add an Existing Test   -- Select Test Below --
                         Unit 3 Exam

Cancel   Submit

5. From the *Test Information* page, enter a **Name** for the test and the **Instructions**.

TEST INFORMATION

Name   Unit 1 Exam

Description

Path: p   Words:0

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

You have 120 minutes to complete the 25 question test with 2 attempts. The test will be graded upon submission.

6. Select **Submit**.
7. The **Test Canvas** page will appear. This is where the test questions are created.
   NOTE: Questions cannot be added to a test that has been deployed and has submissions.
8. Select the **Create Question** button and choose a question type from the list.

Test Canvas: Unit 1 Exam ⌄

Create Question ⌄   Reuse Question ⌄   U

Fill in the Blank
Hot Spot   tes to complete th
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False ◄━━━

9. On the *Create Question* page, enter the question information.
   NOTE: The following screenshots are examples of a true/false question. Each question type will have different options to choose from and different answer choices.
   a. Question Text – Enter the question text.

   b. Options – Make selections from the available options.

   c. Answers – Enter the correct answers for the question.

   d. Feedback (Optional) – provide feedback to the students for correct and incorrect responses.

10. Select **Submit and Create Another** to create another question of the same type. Select **Submit** when all questions have been created or to create a different question type.
11. Repeat steps 7 – 9 until all questions have been created.
    NOTE: For more information on creating questions, view the webinar recording, [Tests: Question Types, Test Settings and Mobile](#).
12. Once all questions are added, point values can be assigned.
    a. Select the **Select All** button to select all of the questions.
    b. Type in the point value into the *Points* field.
    c. Select the **Update** button. The point values for each question should change to the number of points entered.

13. To change the point value for a specific question:
    a. Navigate to the question.
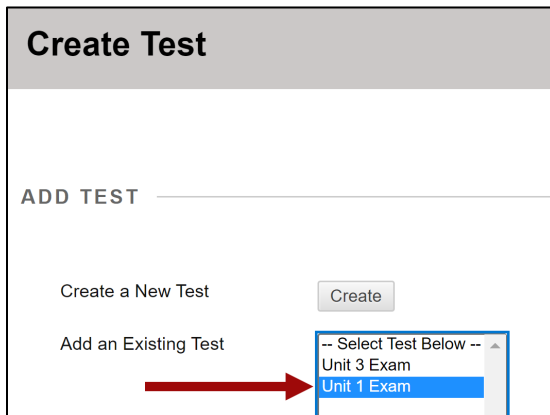   b. Select the **Points** textbox to the right of the question.

    c. Enter the Points value, then select **Submit**.

14. Once all questions are added and points values are updated, navigate to the bottom of the page and select the **OK** button.
15. The *Create Test* page will appear.

Deploy the Test

A test is deployed when it is added to a content area and made available to students. Unavailable tests in a content area do not appear to students. After following the steps above to create the test, follow the steps below to deploy it.

1. From the *Create Test* page, locate the *Add an Existing Test* column that lists the available tests. Choose the test from the list then select **Submit**.
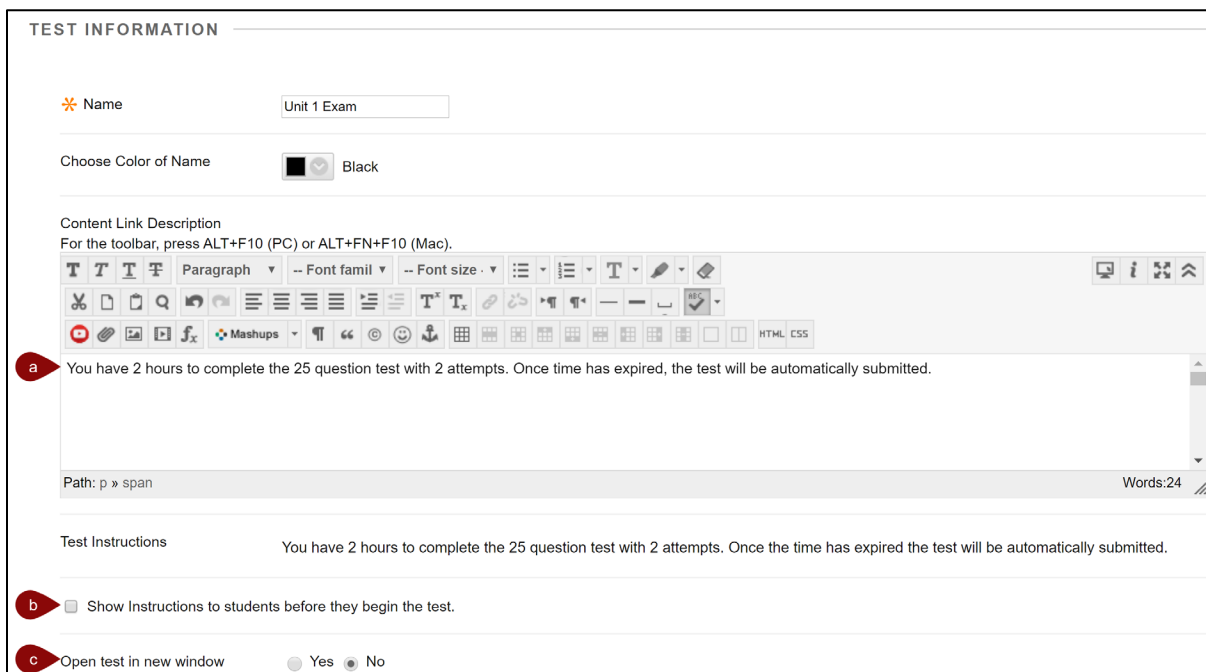

2. The *Test Options* page will appear. Choose which settings will be applied. The available options are described below.

Test Information

a. **Content Link Description** – Enter a link description that will appear in the Content Area along with the test link.

b. **Show test description to students before they begin the test** – This option will allow students to view the test description before beginning the test.

c. **Open the Test in a New Window** – Select **Yes** to open the test in a new window.
   NOTE: It is not recommended to open a test in a new window.

Test Availability

a. **Make available to students** – Instructors can choose **Yes** to this option once they are ready for students to begin taking the test. If the test is still being created or hasn't been previewed, choose **No** until the test is ready to be accessed by students.
NOTE: If the test is not made available to students, they will not be able to access it regardless of availability dates.

b. **Add a new Announcement for this Test** – Select **Yes** to automatically post a new announcement letting students know that the test is available.

c. **Multiple Attempts** – Instructors can allow students to take the test more than once.
  - **Allow Unlimited Attempts** – Select this option if students will have no specified number of times they can take the test.
  - **Number of Attempts** – Select this option to specify the number of times students can take the test.

d. **Score attempts using** – If *Multiple Attempts* are enabled, the instructor can choose which attempt will be used in the Grade Center calculations. Select the drop-down list to make a choice.

e. **Force Completion** – This option will force students to complete the test in one sitting. Once they start the test, they must finish it. If they have time left, they still cannot exit the test and return.
NOTE: If students leave the test for any reason force completion will not allow them to resume the test. This includes accidently closing the tab or if the user looses their internet connection while taking the exam. If this were to occur the student would have to work with the instructor to determine if another attempt can be made.

f. **Set Timer** – Enable this option to give students a specified amount of time to take the test. Students will be able to see how much time they have to take the test, and will see the timer count down while taking the test.
  a. **Auto-Submit** – If the timer is enabled, instructors can choose to have test automatically saved and submitted once time has expired.
  NOTE: If auto-submit is not used the student may continue the exam once the timer expires. The submission will be marked Late in the grade center and will require the instructor to accept the grade even if all questions are automatically graded. This gives the instructor the opportunity to apply any point penalties or feedback to a test submission that is late.

g. **Display After/Until** – Use these options to determine how long the test is visible to students.

h. **Password** – A password will be required to access the test. The instructor must enter a password in the password field, and provide it to the students to access the test.

Test Availability Exceptions

Instructors can give certain students a different time frame to access the test from the rest of the students. For example, an instructor may need to give a student that requires special accommodations more time to take the test.

1. Select Add User or Group.
2. Choose the student(s) who will receive additional time.
3. Choose the availability options for the specified students.
   a. **Attempts** – Select the number of attempts allowed.
   b. **Timer** – Enter the duration of time.
      NOTE: The timer option will only be visible if it is enabled for the test.
   c. **Availability** – Select the calendar to enter the dates and times for when the test will be available.

Due Date

If a due date is set, students can see the test in their *Notification* modules, calendar and in the Grade Center. **NOTE**: Select the checkbox for *Do not allow students to start the Test if the due date has passed* to prevent students from starting the test after the due date.

Self-Assessment Options

a. **Include this test in Grade Center calculations** – Select this option to include the test in the Grade Center.

b. **Hide results for this test completely from the instructor and the Grade Center** – Instructors can hide this test score from themselves and from the Grade Center calculations. The display in the Grade Center will read Complete/Incomplete. Instructors can't see students' answers to questions but students can view their own scores.

   NOTE: If the instructor chooses to change this option later to view the students' test attempts, all previous attempts will be deleted.

Show Test Results and Feedback to Students

The options in this section allows instructors to choose what students will see after they complete the test. Select from the following options:

1. **When**: Choose when to show results and feedback to the students. Depending on the selection, the additional options may appear.
2. **Score per Question**: Show the score on each question to the students.
3. **Answers**: Show all answers to the student, including correct and/or submitted answers.

4. **Feedback**: Show instructor feedback to the students.
5. **Show Incorrect Questions**: Identify questions answered incorrectly and show them to the students.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
1 After Submission ▼	2 ☑	3 ☐ All Answers ☐ Correct ☐ Submitted	4 ☐	5 ☐
----Choose---- ▼	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

NOTE: Instructors may want to delay providing correct answers and feedback until the testing period is over, especially if students are allowed multiple attempts. Instructors can manually release this feedback once all students have taken the test or after the due date has passed.

Test Presentation

The options below determine how the test is presented to the student.

1. **All at Once** – All test questions will appear on one page.
2. **One at a Time** – One test question will appear at a time. Students will have to navigate to the next page. Displaying questions one at a time makes it harder for students to select and copy the entire exam.
3. **Prohibit Backtracking** – Students are not allowed to go backwards to change answers.
4. **Randomize Questions** – Questions will appear in a random order for each test attempt.

TEST PRESENTATION

1 ○ All at Once
Present the entire test on one screen.

2 ◉ One at a Time
Present one question at a time.

3 ☐ Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

4 ☑ Randomize Questions
Randomize questions for each test attempt.

5. Once all selections have been made, select **Submit** and the test will be added to the content area.