

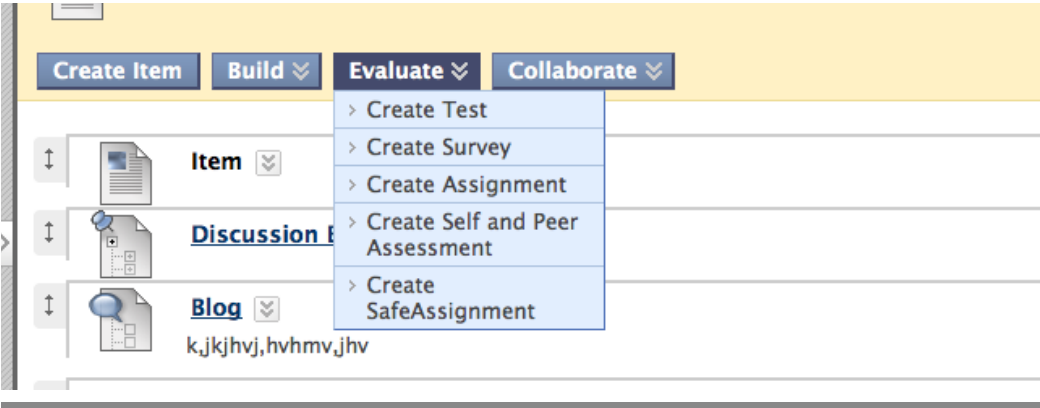
The top half of the page features a background of diagonal stripes in alternating shades of light gray and white, running from the top-left to the bottom-right.

# Learning Blackboard 9

## Building a Test

# Learning Blackboard 9: *Building a Test*

Edit Mode: **ON**



1 Turn on edit mode

2 Under the contents section, Click on Evaluate and select "Create Test" from the drop down.

Click on 'Create Test' to create a new Test or select an existing Test. Any Test that has already been added will not be displayed.

Test

-- Select Test Below --  
quiz 1

3 Click the Create Button

BB9 Orientation 1 Content > ... > Tests > Test Information Edit Mode: ON

### Test Information

Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

\* Indicates a required field.

Cancel Submit

#### 1. Test Information

\* Name

Description

Visual Editor: ON

Normal 3 Times New Roman B I U ebe x<sub>2</sub> x<sup>2</sup> [List Icons]

Path: [body](#)

Instructions

Visual Editor: ON

Normal 3 Times New Roman B I U ebe x<sub>2</sub> x<sup>2</sup> [List Icons]

Path: [body](#)

#### 2. Submit

Cancel Submit

4 Fill in the name of the test, a description, and instructions for the test.

# Learning Blackboard 9: *Building a Test*

The screenshot shows the Blackboard 9 'Test Canvas' interface. At the top, a breadcrumb trail reads 'BB9 Orientation 1 > Tests, Surveys, and Pools > Tests > Test Canvas: test1'. A green status bar indicates 'Success: test1 Edited.' Below this is a yellow header area with a 'Test Canvas' title and a brief instruction: 'Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)'. Below the header are three buttons: 'Create Question' (with a dropdown arrow), 'Reuse Question' (with a dropdown arrow), and 'Upload Questions'. To the right of these buttons is a 'Creation Settings' button. Below the buttons is a 'Header' section with a dropdown arrow, containing 'Name test1', 'Description This is a simple test', and 'Instructions Answer the question as best as you can.' Below the header is a table of questions. The first question is a 'True/False' type, titled 'True/False: True / False This question requires...'. It has a score of 10. The question text is 'Question True / False This question requires only two answers?'. The answer options are 'True' (selected with a green checkmark) and 'False'. The correct feedback is 'good job' and the incorrect feedback is 'you fail'. A red circle with the number 5 is placed next to a small upward arrow icon on the left side of the question table.

BB9 Orientation 1 > Tests, Surveys, and Pools > Tests > Test Canvas: test1 Edit Mode:

Success: test1 Edited.

**Test Canvas**

Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)

Create Question Reuse Question Upload Questions Creation Settings

Header

Name test1  
Description This is a simple test  
Instructions Answer the question as best as you can.

Question	True / False	This question requires only two answers?	Score
True/False: True / False This question requires...	<input checked="" type="checkbox"/> True <input type="checkbox"/> False	good job you fail	10

- 1 The Create Question contextual menu lists all of the different types of test questions available.
- 2 From the Reuse Question contextual menu you can create a random block question or find an available question from a pool or another test.
- 3 Click Upload Question to browse for a local file.
- 4 Creation Settings control the options available when creating Test questions. Not all options are available for all question types.
- 5 Click the arrow icon next to the question name to rearrange the test questions after they are created.

## Learning Blackboard 9: *Building a Test*

Subsystem	What You Need to Know	What to do after the Course is moved
Build a Test	The Tests, Surveys, and Pools tool is located on the Control Panel under Course Tools.	<ol style="list-style-type: none"> <li>1. From the Course Tools area of the Control Panel select <b>Tests, Surveys, and Pools</b>.</li> <li>2. Click <b>Tests</b>.</li> <li>3. Click <b>Build Test</b>.</li> </ol> OR <ol style="list-style-type: none"> <li>1. From the Course Tools area of the Control Panel select <b>Tests, Surveys, and Pools</b>.</li> <li>2. Select <b>Tests</b>.</li> <li>3. From the contextual menu for an existing test select <b>Edit</b>.</li> <li>4. From the Header contextual menu select <b>Edit</b>.</li> </ol>
Import a Test	Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format.	<ol style="list-style-type: none"> <li>1. From the Tests page click <b>Import Test</b>.</li> <li>2. Browse for a Local File or from the Content Collection.</li> <li>3. Click <b>Submit</b>.</li> </ol>
Edit an Existing Test from the Test Canvas	The Test Canvas page is the center of the Test creation process. Instructors can edit the Test name and instructions, add and edit questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Tests should not be edited if Students have already begun taking the Test.	<p>Follow these steps to open the Test Canvas page for an existing test.</p> <ol style="list-style-type: none"> <li>1. From the Course Tools area of the Control Panel select <b>Tests, Surveys, and Pools</b></li> <li>2. Click <b>Tests</b>.</li> <li>3. From the Contextual menu next to an existing test, Click <b>Edit</b>.</li> </ol>
Add a Question		<ol style="list-style-type: none"> <li>1. Point to <b>Create Question</b> and select the type of question you want to add.</li> <li>2. Complete the required fields and click <b>Submit</b>.</li> </ol>
Change Test Settings	Creation Settings control the options available when creating Test questions. Not all options are available for all question types.	<ol style="list-style-type: none"> <li>1. From the action bar on the Test Canvas page, click <b>Creation Settings</b>.</li> <li>2. Select or clear the checkboxes to customize your test.</li> <li>3. Click <b>Submit</b>.</li> </ol>
Change the order of Test Questions	Questions can be reordered by using the Drag and Drop feature.	Click and hold the arrows at the top left corner of the question box and drag and drop it to the correct position.
Edit a Question	Only textual changes will be permitted once a test has been taken. If changes are needed, other than textual changes, create a new Test.	From the question's contextual menu select <b>Edit</b> .
Delete a Question	Deleting a question is irreversible.	From the question's contextual menu select <b>Delete</b> .

## Learning Blackboard 9: *Building a Test*

<b>Glossary</b>	
Question Metadata	Instructors have the option to create categories, keywords, Learning Objectives, and Levels of Difficulty for questions to help organize them for future use.
Multiple Choice Questions	Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer by selecting a radio button. The number of answer choices is limited to 20.
True/ False Questions	True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.
Fill in the Blank Questions	Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible. Answers are not case sensitive, but are evaluated based on spelling.
Multiple Answer Questions	Multiple answer questions allow users to choose more than one answer. The number of answer choices is limited to 20.
Matching Questions	Matching questions allow Students to pair items in one column to items in another column. Instructors may include a different numbers of questions and answers in a Matching question.
Ordering Questions	Ordering questions require users to provide an answer by selecting the correct order of a series of items.
Essay Questions	Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field. Sample answers can be added for users or Graders to use as a reference. These types of questions must be graded manually on the Grade Assessment page.
Calculated Formula Questions	A Calculated Formula question contains a formula, the variables of which can be set to change for each user. The variable range is created by specifying a minimum value and a maximum value for each variable. Answer sets are randomly generated.
Calculated Numeric Response Questions	This question resembles a fill-in-the-blank question. The user enters a number to complete a statement. The correct answer can be a specific number or within a range of numbers.
File Response Questions	Users upload a file from the local drive or from the Content Collection as the answer to the question. This type of question is graded manually.
Hot Spot Questions	Users indicate the answer by marking a specific point on an image. A range of pixel coordinates is used to define the correct answer. Hot Spot refers to the area of an image that, when selected, yields a correct answer.
Fill in Multiple Blanks Questions	This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank.
Jumbled Sentence Questions	Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.
Opinion Scale/ Likert Questions	Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
Short Answer Questions	Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box.
Either/ Or Questions	Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers
Quiz Bowl Questions	Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or in-class contests. The user is shown the answer and responds by entering the correct question into a text box.
Random Block	Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.

