This tutorial demonstrates how to create and deploy tests. Surveys and pools work basically the same. Pools can be created so you can use/re-use tests questions from the pool or multiple pools. Finally, Surveys are anonymous – you will never know who answers the question, but you will know by a check mark in the gradebook that the student completed the survey. You will know how many answered a particular question, but you will not know who answered the question.

**Step 1:** From the Control Panel, select **Course Tools**.

**Step 2:** Select **Tests, Surveys and Pools**. Select **Tests**. (Reminder - Surveys and Pools work basically the same)

**Step 3:** Click **Build Test**.

(Import Test is used only if you have a test you have saved from another course or a publisher test bank exam – a zip file – please contact Bb support with questions on when/how to use Import Test.)
Step 4: Enter a name for the test. You can also add a description and instructions. IMPORTANT: Do NOT use any special characters in the Name of the test. This includes semi-colons (;), colons (:), dollar sign ($), ampersand (&), pound sign (#), front or back slash (/) or (\), or dashes (-). Keep the name simple and only use spaces. Then click the Submit button.

Step 5: Next, create and add the questions to your test/quiz/survey from the create question icon. Once all questions are added, click submit.

*IMPORTANT: Now that you have created/added the questions to your test you must now deploy (add) the Test into a content area within your blackboard site in order for users to access it.

Step 6: Select a content area from your site menu (e.g., Tests or Assignments or Quizzes, or wherever you want the students to find the test).

Step 7: Once in the content area, click Create Assessment, then Test.

Step 8: Select an existing Test (the test you may have recently created, or copied from another semester) by selecting it. Click Submit to add the chosen test to the content area.

Step 9: Set the Test Options based on your assessment needs.
*IMPORTANT: Test Options should be created before any users have taken the test. In addition, changes should not be made to any of the questions after users have taken the test. This will impact the scores already calculated in the Grade Center.

Test Availability Options

- **Make the Link Available:** Select Yes to make the link to this Assessment available to students. Select No and the link to this Assessment will not be available to students.

- **Allow Multiple Attempts:** Select this option to allow students to take as many attempts at the assessment as they wish. This option only tracks the last score of the multiple attempts the student took. It will not average the scores.

- **Force Completion:** Student must complete test in one sitting. If they were bumped out for any reason, they will not be able to return to the exam. If it is unchecked, and student gets bumped out of the test, they can log back in to finish, but timer has continued to run. Default is OFF.

- **Display After:** Select the date and time for this assessment to be available to students in the date and time area or by clicking the calendar icon and selecting the date and time.

- **Display Until:** Click the display until check box to stop displaying the link on a specific date and time for this to occur in the date and time area or by clicking the calendar icon and selecting the date and time.

- **Set the time Limit:** Select this option to time the assessment. This option provides students with a running clock and a warning when time is up. The student will be allowed to finish the assessment past the time allotment. There will be a notation in the Grade Center for the student that exceeds the time.

- **Auto Submit:** If you set the timer and want Bb to submit the exam when the timer has run out, the quiz will be submitted no matter the # of questions were answered/saved. Default is OFF.

- **Password Protect:** Select this option to require a password. If the password is left blank the system will not require a password. Spaces are not allowed – letters and numbers only.

Self-Assessment Options:
If you are using the Test tool to assess students and would like scores to be available in the Grade Center, then do not make any changes to the default settings and proceed to Test Feedback. “Hide Results” – Only use this feature if you are creating a pre- or post-assessment in which the grades are not calculated into the user’s grades.

**Test Feedback Options:**

- **Score:** Select this option to present only the final score to students. This is the default setting.
- **Submitted Answers:** Select this option to present both the student’s answers and the final score to students.
- **Correct Answers:** Select this option to present the student’s answers, the correct answers, and the final score.
- **Feedback:** Select this option to present the student’s answers, the correct answers, the final score, and any feedback to the student.
- **Note:** It is okay to go back in after all students have submitted the test and change the settings in order to show feedback and correct answers to students. Some instructors do not like to show feedback or correct answers until all students have submitted their tests. Some instructors change the settings for 24 hours after the exam for review, then change them back.

**Test Presentation Options:**

- **All at Once:** Select this option to present the entire assessment on one screen to the student.
- **One at a Time:** Select this option to display one question at a time. Students will be given navigation tools to move between questions.
  - **Prohibit Backtracking:** Select this option to prevent students from returning to previous questions.
- **Randomize Questions:** Select this option to display questions in a random order each time the assessment is taken.

**Step 10:** The Test is now available under the content area in which it was deployed.

Since Blackboard is not a Microsoft product, creating long exams in Bb can be time-consuming and we do not recommend copy/paste from Word because of the extra html code that also gets copied. (That can create problems and instructors have difficulty formatting text, fonts, etc.) A solution: Respondus Test Generator. Contact Allen Dennis dennisa@ecu.edu if you are interested in using Respondus Test Generator. You can create tests in Microsoft Word or import from a publisher’s test bank, and Respondus formats your tests, PLUS the software imports them to Blackboard! It is a free, user-friendly software available for instructors (PC only at this time).

Questions?
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See our Blackboard Blog for more tutorials: http://blog.ecu.edu/sites/blackboard/faculty-support/