

Creating, Deploying and Grading Tests

The test process In Blackboard

Creating the Test

Control Panel

Content Collection →

Course Tools

- Achievements
- Announcements
- Attendance
- Bboogle Teams Control Panel
- Blackboard Collaborate Ultra
- Blogs
- Cengage Learning
- MindLinks™
- Contacts
- Content Market Tools
- Course Calendar
- Course Gallery
- Course Messages
- Date Management
- Discussion Board
- EvaluationKIT User Access
- Glossary
- Goals
- Google Apps Bookmarking Tool
- Journals
- Lecture Capture
- Link Checker
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Pearson's MyLab & Mastering
- Quickly Attendance
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools**
- Wikis

Blackboard
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[Accessibility information](#) · [Installation details](#)

**In the Control Panel,
Select Tests, Surveys and Pools**

Creating the Test

The screenshot displays the Blackboard LMS interface for Frederick Community College. The top navigation bar includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. The user is logged in as 'Doug Valentine'. The main content area is titled 'Tests, Surveys, and Pools' and contains three links: 'Tests', 'Surveys', and 'Pools'. A red arrow points to the 'Tests' link, with the text 'Select "Tests"' next to it. The left sidebar shows a course menu for 'Doug test 2' with options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. Below this is a 'COURSE MANAGEMENT' section with 'Control Panel' and 'Content Collection'. The 'Course Tools' section lists various tools such as 'Achievements', 'Announcements', 'Attendance', 'Bboogle Teams Control Panel', 'Blackboard Collaborate Ultra', 'Blogs', 'Cengage Learning', 'MindLinks', 'Contacts', and 'Content Market Tools'.

Creating the Test

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Tests, Surveys, and Pools Tests

Edit Mode is: ON

Tests

Build Test Import Test

Click **Build Test** to start.

Select "Build Test"

Doug test 2

- Start Here
- Assignments
- Student Support
- My Grades
- Course Evaluation
- Help
- Collaborate
- Discussion Board

COURSE MANAGEMENT

Control Panel

- Content Collection

Course Tools

- Achievements
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Creating the Test

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Tests Test Information

Edit Mode is ON

Test Information

* Indicates a required field.

TEST INFORMATION

* Name

Description

Path: p Words:0

Instructions

Give the test a name and then click "Submit"

Creating the Test

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Tests Test Canvas : Test 1

Success: Test 1 created.

Test Canvas: Test 1

Create Question Reuse Question Upload Questions Question Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

Select "Create Question" then choose the type of Question you want to create

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

Doug test 2

- Start Here
- Assignments
- Student Support
- My Grades
- Course Evaluation
- Help
- Collaborate
- Discussion Board

COURSE MANAGEMENT

- Control Panel
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Creating the Test

The screenshot shows the Blackboard 'Create/Edit Multiple Choice Question' interface. On the left is a navigation sidebar for 'Doug test 2' with options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. Below these are 'COURSE MANAGEMENT' (Control Panel, Content Collection) and 'Course Tools' (Achievements, Announcements, Attendance, Bboogle Teams Control Panel, Blackboard Collaborate Ultra Blogs, Cengage Learning, MindLinks, Contacts, Content Market Tools, Course Calendar, Course Gallery, Course Messages, Date Management, Discussion Board, EvaluationKIT User Access, Glossary).

The main content area is titled 'Create/Edit Multiple Choice Question'. It includes a legend: '* Indicates a required field.' Below this is a 'QUESTION' section with a 'Question Title' field and a 'Question Text' field. The 'Question Text' field has a rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. The text area contains the placeholder 'QUESTION GOES HERE' and 'Place your question here'. At the bottom of the text area, it shows 'Path: p » strong' and 'Words:3'.

The 'OPTIONS' section is at the bottom, with settings for 'Answer Numbering' (set to 'None'), 'Answer Orientation' (set to 'Vertical'), 'Allow Partial Credit' (checkbox), and 'Show Answers in Random Order' (checkbox).

Creating the Test

- Google Apps Bookmarking Tool
- Journals
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- Link Checker
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Pearson's MyLab & Mastering
- Quickly Attendance
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis
- WileyPLUS

- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization →
- ▶ Packages and Utilities →
- ▶ Help

Quick Unenroll

ANSWERS

Number of Answers

4

Click the Radio button next to the correct answer

Correct

Answer 1.



Text input area for Answer 1.

Path: p

Words:0

Remove

Answer 2.



Text input area for Answer 2.

Path: p

Words:0

Place your answers here

When all answers have been listed, Click "Submit"

If you wish to create another question of the same type, click "Submit and Create Another"

Creating the Test

Test Canvas: Test 1

Create Question | Reuse Question | Upload Questions | Question Settings

Description
Instructions
Total Questions 1
Total Points 10

**You will see your questions in the Test Canvas
Once you finish creating the test,
you will need to deploy it in the course**

Select: All None | Select by Type: - Question Type -

Delete | Points | Update | Hide Question Details

1. Multiple Choice: What day Independence Day in the U.S.? Points: 10

Success: Question created.

Question	What day Independence Day in the U.S.?
Answer	<input checked="" type="checkbox"/> July 4
	<input type="checkbox"/> December 25
	<input type="checkbox"/> October 1
	<input type="checkbox"/> April 14

Deploying the Test

The screenshot shows the Blackboard LMS interface for Frederick Community College. The user is logged in as Doug Valentine. The course is titled "Doug test 2" and is currently unavailable to students. The "Assessments" menu is open, showing options: Test, Survey, Assignment, Self and Peer Assessment, McGraw-Hill Assignment, and Mobile Compatible Test. The "Test" option is highlighted with a red arrow. The main content area displays the message "It's time to add content... Use functions above to add it." with a large arrow pointing to the "Assessments" menu.

Go to the section of your course where you wish the students to access the test. Then go to "Assessments" and click "Test"

Deploying the Test

The screenshot shows the Blackboard 'Create Test' interface. At the top, the Frederick Community College logo is on the left, and the user 'Doug Valentine' is on the right. Navigation tabs include 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. The breadcrumb trail shows '(Course is unavailable to students) > Assignments > Create Test'. The left sidebar contains a navigation menu with 'Doug test 2' expanded, showing options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. Below this are sections for 'COURSE MANAGEMENT' (Control Panel, Content Collection) and 'Course Tools' (Achievements, Announcements, Attendance, Bboogle Teams Control Panel, Blackboard Collaborate Ultra Blogs, Cengage Learning, MindLinks, Contacts, Content Market Tools).

The main content area is titled 'Create Test' and has a sub-header 'ADD TEST'. It contains two options: 'Create a New Test' with a 'Create' button, and 'Add an Existing Test' with a dropdown menu. The dropdown menu is open, showing '-- Select Test Below --' and 'Test 1'. A red arrow points from the text 'The test you created will appear, Select it and then click "Submit"' to the 'Test 1' option in the dropdown. Another red arrow points from the same text to the 'Submit' button at the bottom right of the form.

ADD TEST

Create a New Test

Add an Existing Test

The test you created will appear, Select it and then click "Submit"

Deploying the Test

The screenshot shows a web browser window with the URL `frederick.blackboard.com/webapps/assessment/do/content/addAssessment`. The page is titled "TEST AVAILABILITY" and contains several configuration options:

- Make available to students:** Radio buttons for Yes and No, with "No" selected.
- Add a new announcement for this test:** Radio buttons for Yes and No, with "No" selected.
- Multiple Attempts:** A checkbox that is unchecked. If checked, there are radio buttons for "Allow Unlimited Attempts" and "Number of Attempts" (with a text input field).
- Score attempts using:** A dropdown menu currently set to "Last Graded Attempt".
- Force Completion:** A checkbox that is unchecked.
- Set Timer:** A checkbox that is unchecked. If checked, there is a "60" input field for "Minutes" and "Auto-Submit" radio buttons for "OFF" and "ON", with "OFF" selected.
- Display After:** A checkbox that is unchecked, with a date/time picker set to "04/14/2020 11:25 AM".
- Display Until:** A checkbox that is unchecked, with a date/time picker set to "04/14/2020 11:26 AM".
- Password:** A checkbox that is unchecked, followed by a text input field.

Below these options is a section titled "TEST AVAILABILITY EXCEPTIONS" with a text input field.

At the bottom right of the page, there are two buttons: "Cancel" and "Submit". A red arrow points from the text "Add whatever parameters you wish for the test, then click 'Submit'" to the "Submit" button.

Add whatever parameters you wish for the test, then click "Submit"

Deploying the Test

The screenshot displays the Blackboard LMS interface for Frederick Community College. At the top left, the college logo and name are visible. The top right shows the user profile for Doug Valentine with a notification badge for 3 items. A navigation bar includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. Below this, a message states '(Course is unavailable to students) Assignments'. A green success banner at the top of the main content area reads 'Success: Test 1 availability updated.' The main content area is titled 'Assignments' and features a sub-menu with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Under the 'Assessments' menu, a card for 'Test 1' is shown with a pencil and checkmark icon. The central message reads 'Your test is now deployed in the course'. The left sidebar contains a navigation menu for 'Doug test 2' with options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. Below this is a 'COURSE MANAGEMENT' section with 'Control Panel' and 'Content Collection'. The bottom section is 'Course Tools', listing various utilities such as 'Achievements', 'Announcements', 'Attendance', 'Bboogle Teams Control Panel', 'Blackboard Collaborate Ultra', 'Blogs', 'Cengage Learning', 'MindLinks', 'Contacts', and 'Content Market Tools'.

Student Experience

The screenshot displays a user interface for a course. At the top, an orange banner contains the text "Student Preview mode is ON" and two buttons: "Settings" and "Exit Preview". Below this, a navigation bar shows a home icon, a status message "(Course is unavailable to students)", and the word "Assignments". On the left, a sidebar menu is titled "Doug test 2" and includes buttons for "Assignments", "My Grades", "Course Evaluation", "Help", and "Discussion Board". The main content area is titled "Assignments" and features a document icon with a red 'X' and the text "Test 1". A red arrow points from the text "The student will see the test where you deployed it within the course. To begin, the student should click on the Test" to the "Test 1" label.

Student Preview mode is ON


Settings Exit Preview

(Course is unavailable to students) Assignments

Doug test 2

- Assignments
- My Grades
- Course Evaluation
- Help
- Discussion Board

Assignments

 Test 1

The student will see the test where you deployed it within the course. To begin, the student should click on the Test

Student Experience

The screenshot shows a web interface for a student previewing a test. At the top, an orange banner displays "Student Preview mode is ON" and buttons for "Settings" and "Exit Preview". Below this, a breadcrumb trail reads "(Course is unavailable to students) > Assignments > Begin: Test 1". A left-hand navigation menu under "Doug test 2" includes "Assignments", "My Grades", "Course Evaluation", "Help", and "Discussion Board". The main content area is titled "Begin: Test 1" and contains the following text:

INSTRUCTIONS

Force Completion This test can be saved and resumed later.
Click **Begin** to start: Test 1. Click **Cancel** to go back.

Click Begin to start. Click Cancel to quit.

At the bottom right of the main content area, there are two buttons: "Cancel" (light gray) and "Begin" (blue). A red arrow points from the text below to the "Begin" button.

**Once they enter the test,
the student will click "Begin"
to start the exam. If you put a time
limit on the test, it will begin at this point**

Student Experience

The screenshot displays a Blackboard test interface. At the top, an orange banner indicates "Student Preview mode is ON" with "Settings" and "Exit Preview" buttons. Below this, a breadcrumb trail shows "(Course is unavailable to students) > Assignments > Take Test: Test 1". A left-hand navigation menu for "Doug test 2" includes "Assignments", "My Grades", "Course Evaluation", "Help", and "Discussion Board". The main content area is titled "Take Test: Test 1" and contains a "Test Information" section with fields for "Description", "Instructions", "Multiple Attempts" (Not allowed), and "Force Completion" (This test can be saved and resumed later). A "Question Completion Status" section is also present. The current question, "QUESTION 1", asks "What day Independence Day in the U.S.?" and offers four radio button options: "July 4" (selected), "December 25", "October 1", and "April 14". A text overlay in the center of the question area reads: "The student will see the questions, select the answer for each question, and save answers. Blackboard auto saves the answers, so if the student forgets to save, the system will do it". In the top right of the question area, there are "10 points" and a "Save Answer" button. At the bottom of the question area, there is a note: "Click Save and Submit to save and submit. Click Save All Answers to save all answers." and two buttons: "Save All Answers" and "Save and Submit".

Student Preview mode is ON

Settings Exit Preview

(Course is unavailable to students) Assignments Take Test: Test 1

Doug test 2

- Assignments
- My Grades
- Course Evaluation
- Help
- Discussion Board

Take Test: Test 1

Test Information

Description

Instructions

Multiple Attempts Not allowed. This test can only be taken once.

Force Completion This test can be saved and resumed later.

Question Completion Status:

QUESTION 1 10 points Save Answer

What day Independence Day in the U.S.?

July 4

December 25

October 1

April 14

The student will see the questions, select the answer for each question, and save answers. Blackboard auto saves the answers, so if the student forgets to save, the system will do it

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers Save and Submit

Grading

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Grade Center

Edit Mode is: ON

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: April 14, 2020 11:27 AM

Last Name	First Name	Student ID	Last Access	Availability	Weighted Total	Total	Test 1
Valentine_PreviewU:	Doug		April 14, 2020	Available	--	10.00	10.00

Selected Rows: 0

Icon Legend

Edit Rows Displayed

**In your grade center,
You will see the results of the test
Note: If there were questions, such as Essay,
that Blackboard cannot grade, you would see
a small circle with an "!" in it to indicate
that the instructor has material to grade.**

COURSE MANAGEMENT

- Control Panel
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Grading

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Grade Center

Edit Mode is: ON

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: April 14, 2020 11:27 AM

Last Name	First Name	Student ID	Last Access	Availability	Weighted Total	Total	Test 1
Valentine_PreviewU:	Doug		April 14, 2020	Available	--	10.00	10.00

Selected Rows: 0

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 4/14/20 10.00

To see the actual test, Click on the "Attempt"

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
 - Achievements
 - Announcements
 - Attendance
 - Bboogle Teams Control Panel
 - Blackboard Collaborate Ultra
 - Blogs
 - Cengage Learning
 - MindLinks
 - Contacts
 - Content Market Tools

Grading

The screenshot displays the Blackboard LMS interface for a course. At the top, the Frederick Community College logo is visible on the left, and the user's name 'Doug Valentine' is shown on the right. The navigation menu includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. The current page is titled 'Grade Test: Test 1' and shows a message '(Course is unavailable to students)'. The left sidebar contains a navigation menu with options like 'Start Here', 'Assignments', 'Student Support', 'My Grades', 'Course Evaluation', 'Help', 'Collaborate', and 'Discussion Board'. The main content area is titled 'Grade Test: Test 1' and shows a user 'Doug Valentine_PreviewUser (Attempt 1 of 1)'. Below this, there is a section for 'Test Information' with the text: 'The Students test that you will see. You can provide Feedback in this area'. A question is displayed: 'QUESTION 1: MULTIPLE CHOICE' with a score of '10 out of 10 points'. The question is 'What day Independence Day in the U.S.?' and shows 'Given Answer: July 4' and 'Correct Answer: July 4'. At the bottom, there is a section for 'FEEDBACK AND NOTES FOR ATTEMPT'. A red arrow points from the text 'You can provide Feedback in this area' to the 'FEEDBACK AND NOTES FOR ATTEMPT' section.

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

(Course is unavailable to students) Grade Center Grade Test: Test 1

Edit Mode is ON

Grade Test: Test 1

Doug test 2

- Start Here
- Assignments
- Student Support
- My Grades
- Course Evaluation
- Help
- Collaborate
- Discussion Board

COURSE MANAGEMENT

- Control Panel
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Viewing 1 of 1 gradable items

Doug Valentine_PreviewUser (Attempt 1 of 1)

Test Information

The Students test that you will see.
You can provide Feedback in this area

QUESTION 1: MULTIPLE CHOICE 10 out of 10 points

What day Independence Day in the U.S.?

Given Answer: July 4

Correct Answer: July 4

FEEDBACK AND NOTES FOR ATTEMPT

Grading

Course Tools

- Achievements
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- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis
- WileyPLUS

Evaluation

What day Independence Day in the U.S.?



Given Answer: July 4

Correct Answer: July 4

The Feedback Area

FEEDBACK AND NOTES FOR ATTEMPT

Feedback to Learner

Rich text editor for providing feedback to the learner. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font color, background color, bulleted and numbered lists, indentation, link, unlink, and image insertion. The text area is currently empty. The status bar at the bottom shows "Path: p" and "Words:0".

Grading Notes

Rich text editor for providing grading notes. The toolbar is identical to the Feedback to Learner editor. The text area is currently empty. The status bar at the bottom shows "Path: p" and "Words:0".