

## Creating a Test

Published 11/2/2022 by [Anh Lam](#)

Tests allow you to build virtual assessments for students. They are customizable with many question types and test settings.

### Tests vs Assignments

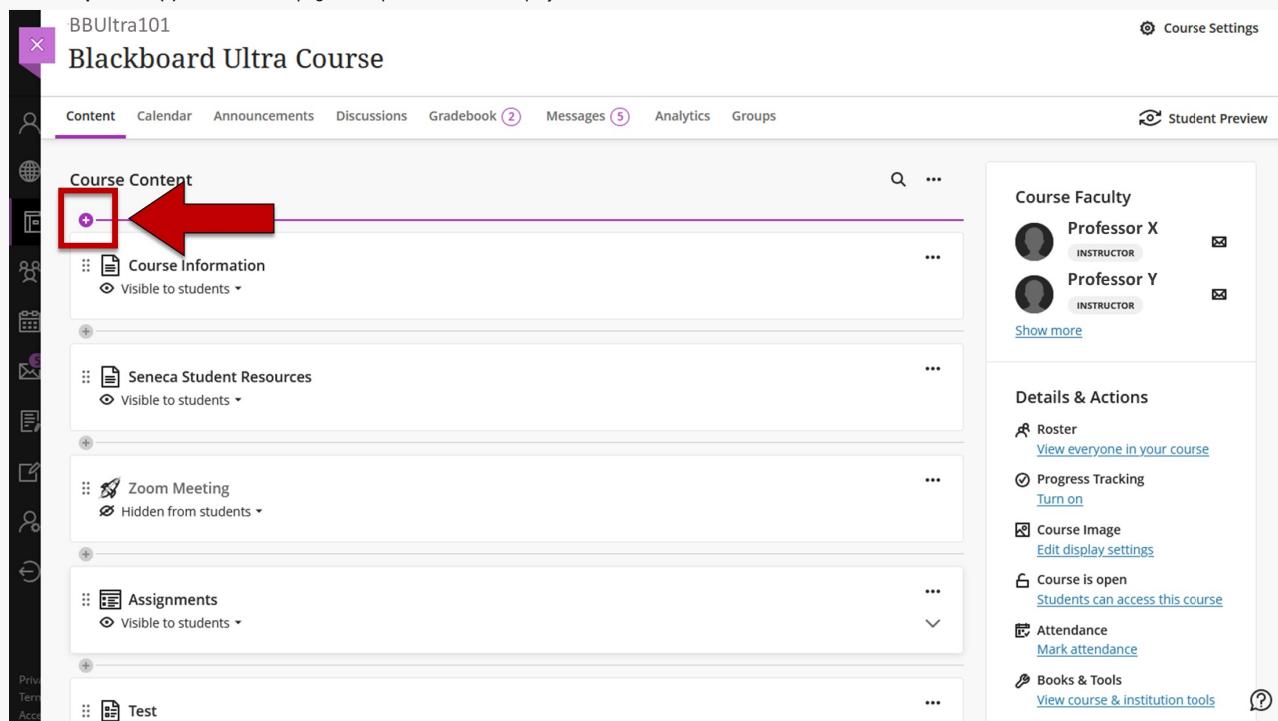
Tests and assignments are types of **Assessments**. The process of building them are the same but differ in their submission types.

- Tests allow for students to work through a variety of questions within Blackboard.
- Assignments allow students to work through a set of actions or questions outside of it then submit their work using the Blackboard dropbox.

In the following instructions, you will learn how to create Tests.

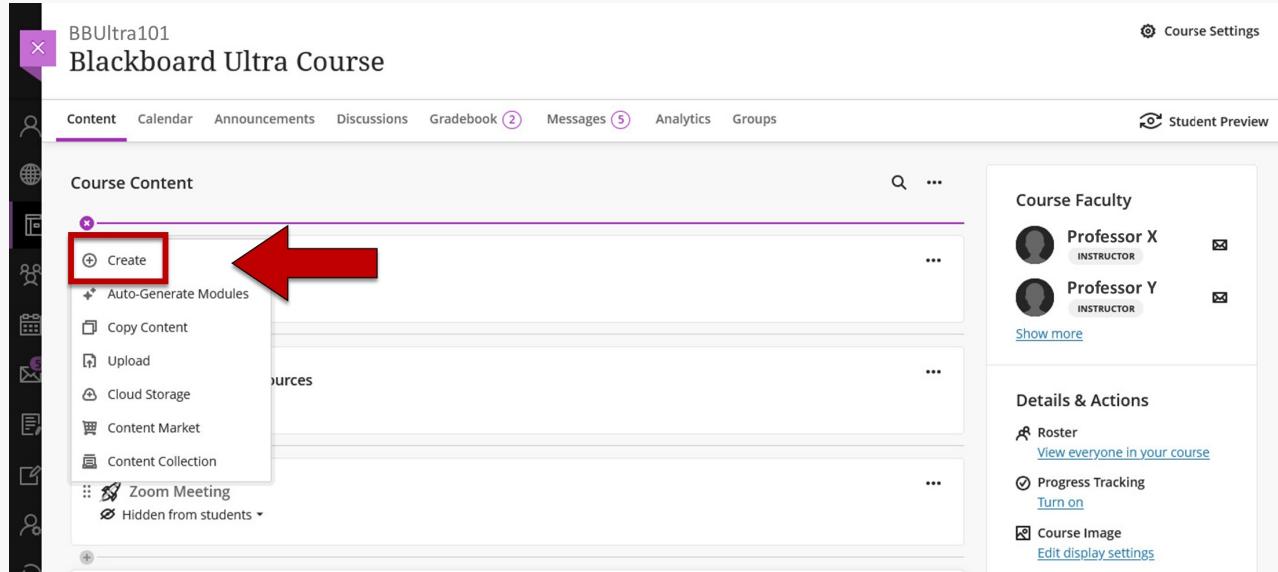
### Creating a Test

1. Select the **plus icon (+)** on the **Content** page. A drop-down menu is displayed.



The screenshot shows the Blackboard Ultra Course Content page. The 'Content' tab is selected. On the left, there is a sidebar with various icons. The main area shows 'Course Content' with a list of items: 'Course Information' (Visible to students), 'Seneca Student Resources' (Visible to students), 'Zoom Meeting' (Hidden from students), 'Assignments' (Visible to students), and 'Test'. A red arrow points to the '+ Create' button in the 'Course Content' section, which is highlighted with a red box. The right side of the screen shows 'Course Faculty' (Professor X, Professor Y) and 'Details & Actions' (Roster, Progress Tracking, Course Image, etc.).

2. Select **Create** from the drop-down menu. The Create Item panel is displayed.



The screenshot shows the Blackboard Ultra Course Content page with the 'Create' item panel open. The 'Content' tab is selected. The 'Create' button in the 'Course Content' section is highlighted with a red box and a red arrow pointing to it. The 'Create' item panel lists several options: 'Auto-Generate Modules', 'Copy Content', 'Upload', 'Cloud Storage', 'Content Market', 'Content Collection', 'Zoom Meeting' (Hidden from students), and 'Sources'. The right side of the screen shows 'Course Faculty' (Professor X, Professor Y) and 'Details & Actions' (Roster, Progress Tracking, Course Image, etc.).

Assignments  
Visible to students

Test  
Edit release conditions

Course is open  
Students can access this course

Attendance  
Mark attendance

Books & Tools  
View course & institution tools

Question Banks

3. Select **Test**. The New Test panel is displayed. **Note:** When you add a test to your course, it is automatically added to the Gradebook.

Create Item

Course Content Items

- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection
- SCORM package
- Assessment
- Test
- Assignment

4. Select the title to edit the name the test.

New Test 2/13/25

Content and Settings Submissions (0) Student Activity Question Analysis

Assessment Settings

Due date: Tomorrow (Fri Feb 14, 2025 11:59 PM (EST))

Grade category: Test

Grading: Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting](#).

Attempts allowed: 1 attempt

Originality Report: [Enable SafeAssign](#)

5. Select the plus icon (+) to view question type options to add to your test.

New Test 2/13/25

Content and Settings Submissions (0) Student Activity Question Analysis

Assessment Settings

Due date: Tomorrow (Fri Feb 14, 2025 11:59 PM (EST))

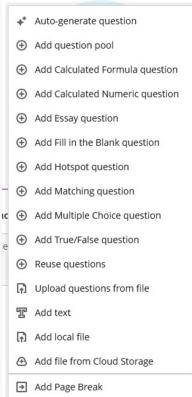
Grade category: Test

Grading: Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting](#).

Attempts allowed: 1 attempt

Originality Report: [Enable SafeAssign](#)

6. Choose a question type to begin building your test. Visit [Question Types](#) to learn more about building a test.



7. Select **Save**.

## Setting Test Options

1. Select the test you want to edit. The test is displayed.
2. Select the **gear icon**. The Assessments Settings panel is displayed.

3. Modify the **Due date** by setting the due date and time, or check **No due date**.

4. Select any of the following options that apply for your test:

- **Prohibit late submissions:** Late attempts are not accepted. Attempts in progress will be submitted automatically at due date and time.

- **Prohibit new attempts after due date:** Students cannot start new attempts once due date and time has passed.
- **Allow classroom conversations:** Allows students to collaborate with each other. For more information, visit [Using Class Conversations](#).

5. Select any of the options under **Presentation Options**.

**Note:** Prohibit backtracking prevents students from viewing and changing previous questions. Consider allowing students to backtrack as, in paper based exams, students can review the entire test and begin with the sections they are most confident in. They may also remember answers to previous questions as the test goes on.

Allow class conversations

**Presentation Options**

- Display one question at a time  
Turned off until you add questions
- Prohibit backtracking
- Randomize questions  
Turned off until you add questions
- Randomize answers  
Turned off until you add questions
- Randomize pages
  - Do not randomize first page

**Formative Tools**

- Formative assessment  
This is not automatically excluded from any grade calculations.
- Display formative label to students

6. Select **Attempts allowed** and **Grade using** to edit how tests are graded and submitted. For more information about grade categories, see the [Using Gradebook Categories](#) article.

Display formative label to students

**Grading & Submissions**

Grade category

Test

Attempts allowed

1

Grade using

Points

Maximum points

0

You can't edit the maximum points for an assessment that contains individually scored questions

7. Select any of the options under **Assessment results** to modify the settings.

Assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

**Assessment results**

Automated feedback, scores and answers availability conditions will apply after the student submission is visible.

**Submission View**  
Available after submission

**Automated Question Feedback**  
Available after submission

**Question Scores**  
Available after all grades are posted

**Correct Answers**  
Turn on setting

8. **Additional Tools** provides other test settings such as setting a Time limit and SafeAssign. To learn more about these options, visit [More Test Options](#).

**Assessment security**

\*\*\*\* Access code  
[Add access code](#)

**Additional tools**

**Time limit**  
[Add time limit](#)

**Goals & standards**  
[Align with goals](#)

**Assigned groups**  
You can't change this assessment to a group assessment because you have posted grades

**Originality Report**  
SafeAssign enabled

**Description**

Add a description

Cancel  Save

## 9. Select **Save**.

**Note:** You can set up release conditions to have the test appear at a certain time or after certain criteria in your course has been met. For information about item visibility, visit the [Changing Item Visibility and Setting Release Conditions](#) article.

## More Test Options

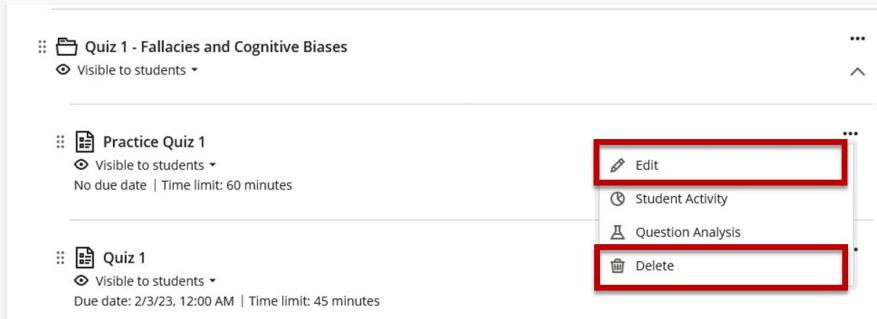
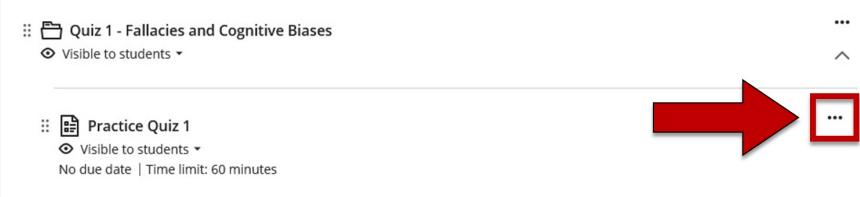
There are a number of other test options that you can use:

- **Access Code:** This will generate a code that is required for students to access the test.
- **Time Limit:** Add a time limit here. **Note:** Students with accommodations will automatically receive additional time on the test if it is set up in Blackboard, visit [Setting Up Accommodations](#).
- **Goals & Standards:** This feature is not supported by Seneca's implementation of Blackboard Ultra.
- **Assigned Groups:** You can make a quiz a group assessment. Visit the [Creating and Assigning Groups](#), [Creating a Group Assignment](#), and [Grading a Group Assignment](#) articles. **Note:** If you opt for the assessment to be done in groups, you cannot also check **Prohibit Late Submissions**. These two options are mutually exclusive.
- **Originality Report:** SafeAssign can be enabled. Visit the article [Enabling SafeAssign for Assessments](#) for more information.

## Edit or Delete an Existing Test

1. Navigate to the Test to edit or delete.

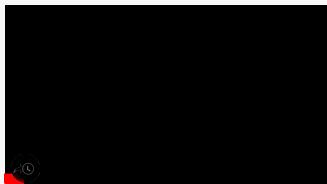
2. Select the **ellipsis** next to the test. A drop-down menu is displayed.



3. Select **Edit** or **Delete**.

## Video

This short video (2:12 minutes) covers how to create tests.



## Additional Resources

- [How to set up different question types - Blackboard Help](#)

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tags : assessing-learning, blackboard-ultra, creating-tests, ultra

