Creating a Test

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

Tests vs Assignments

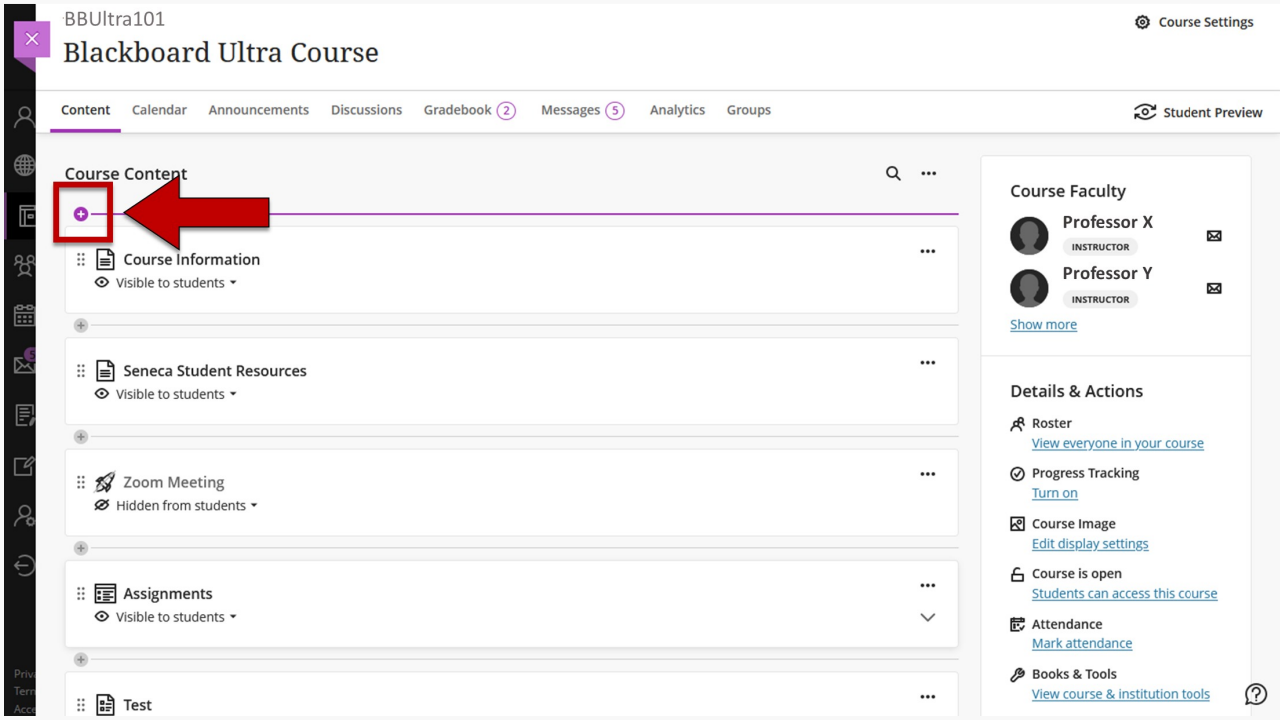
Tests and assignments are types of **Assessments**. The process of building them are the samebut differ in their submission types.

- 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.

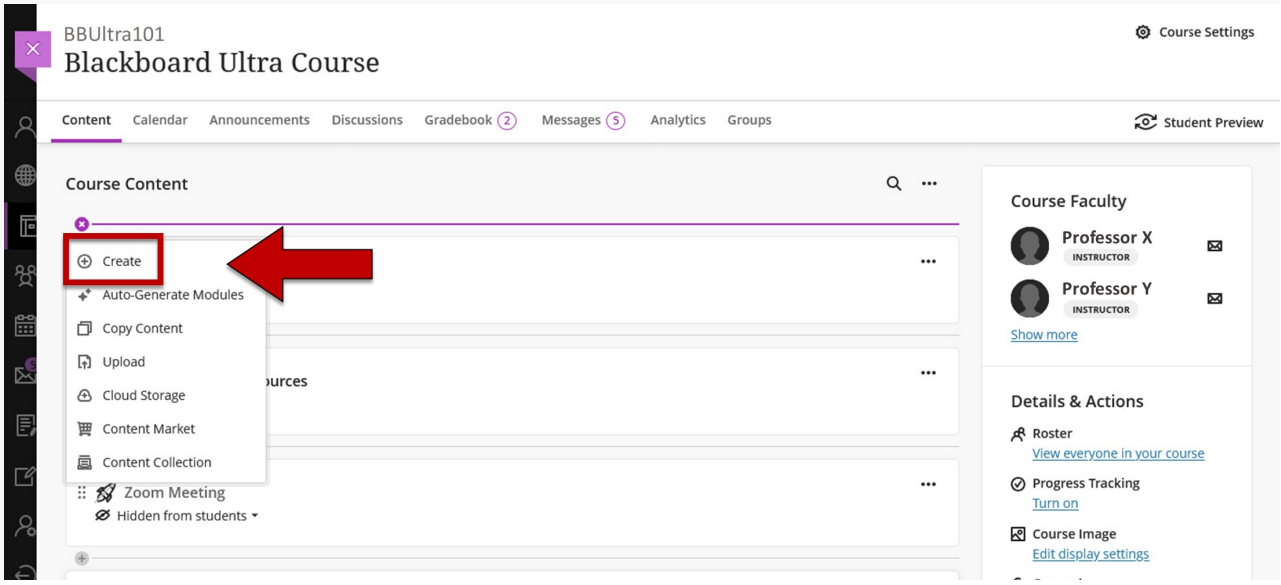
In the following instructions, you will learn how to create Tests.

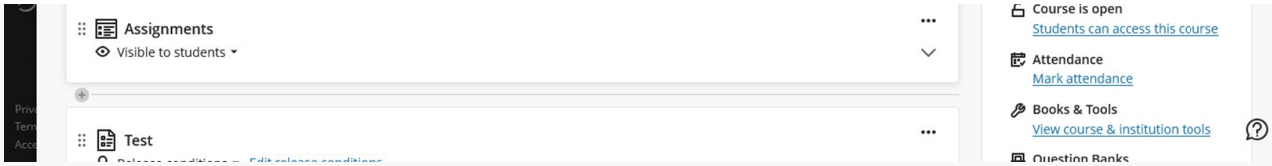
Creating a Test

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

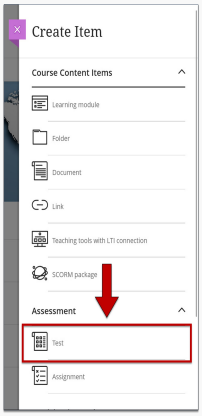


2. Select **Create** from the drop-down menu. The Create Item panel is displayed.

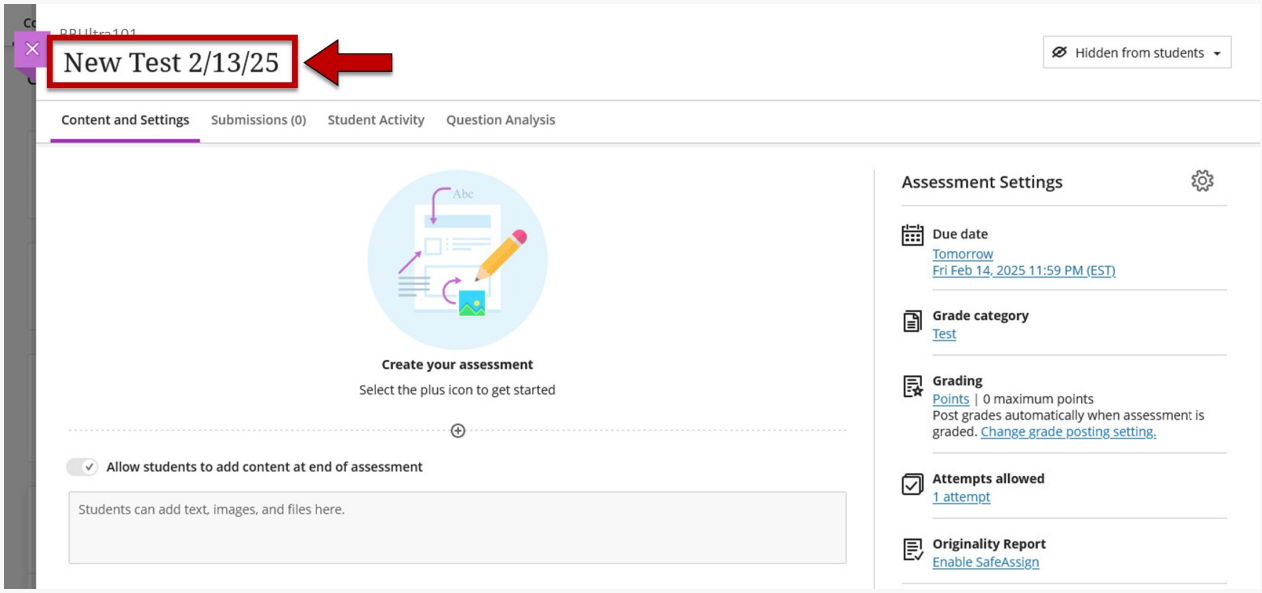




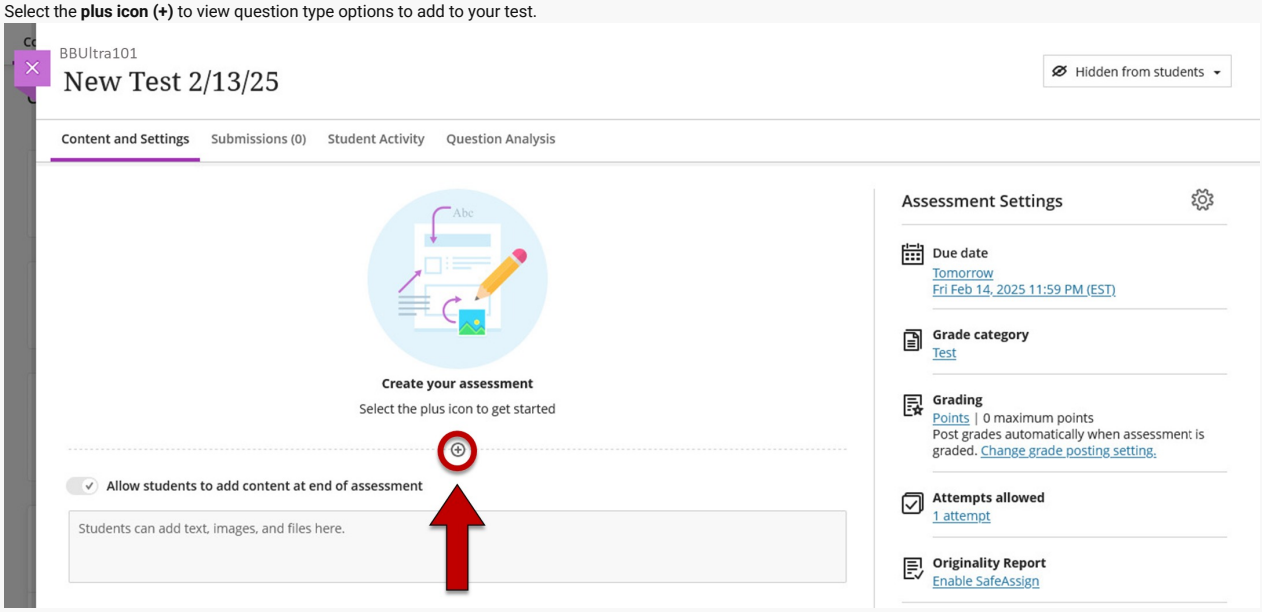
3. Select **Test**. The New Test panel is displayed. **Note:** When you add a test to your course, it is automatically added to the Gradebook.



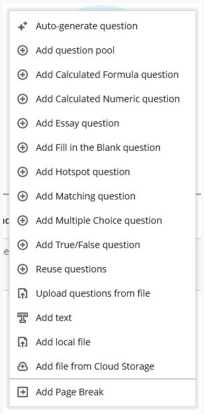
4. Select the title to edit the name the test.



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



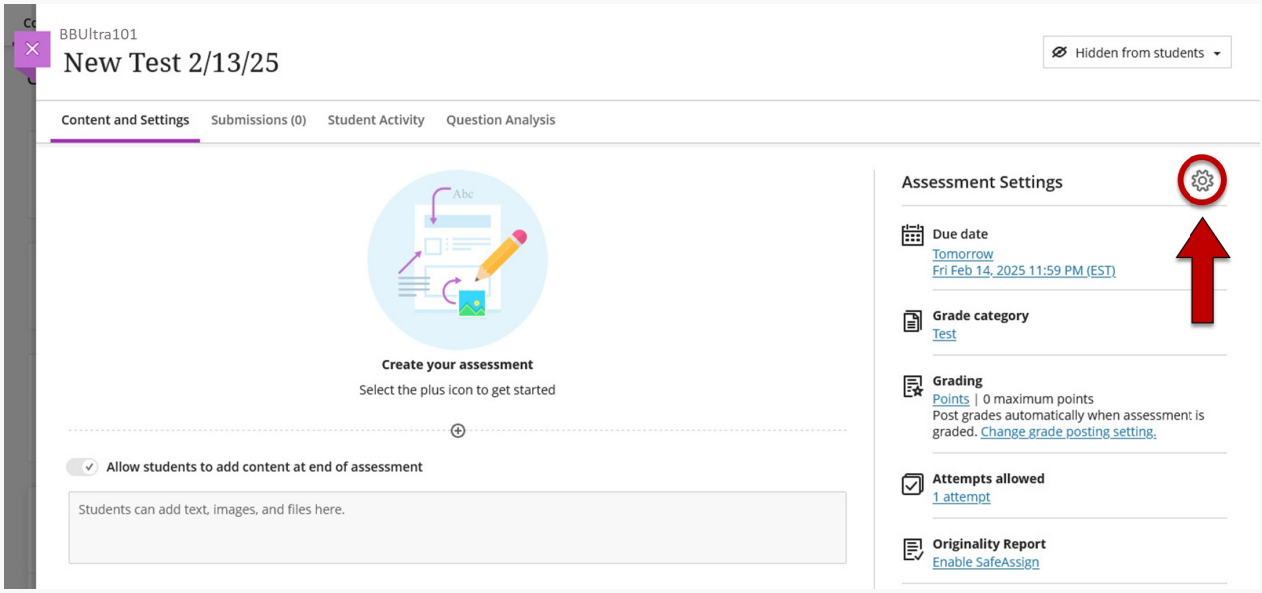
6. Choose a question type to begin building your test. Visit Question Types to learn more about building a test.



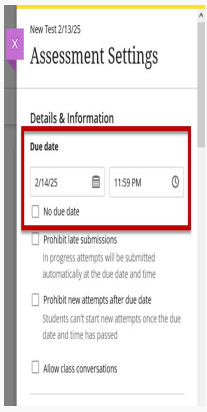
7. Select **Save**.

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.**

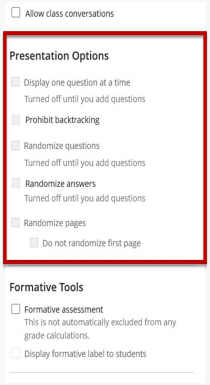


4. Select any of the following options that apply for your test:

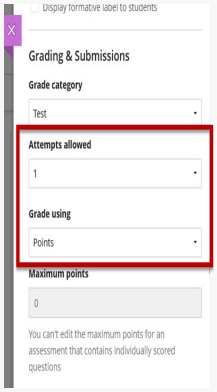
   - **Prohibit late submissions:** Late attempts are not accepted. Attempts in progress will be submitted automatically at due date and time.

- **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.

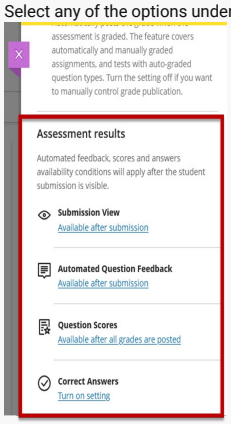
5. Select any of the options under **Presentation Options**.
   Note: Prohibit backtracking prevents students from viewing and changing previous questions. Consider allowing students to backtrack as, in paper based exams, students can review the entire test and begin with the sections they are most confident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



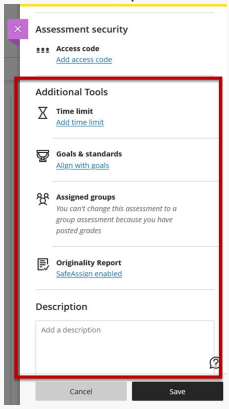
6. Select **Attempts allowed** and **Grade using** to edit how tests are graded and submitted. For more information about grade categories, see the Using Gradebook Categories article.



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



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.



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.

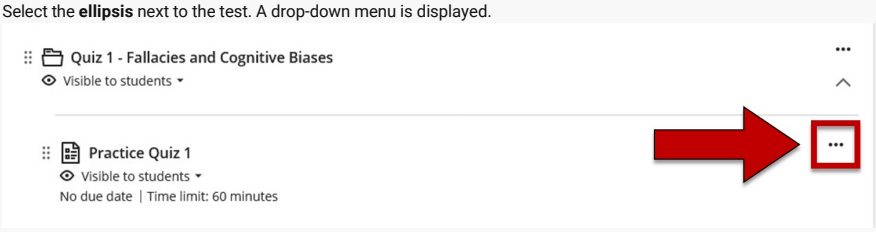
More Test Options

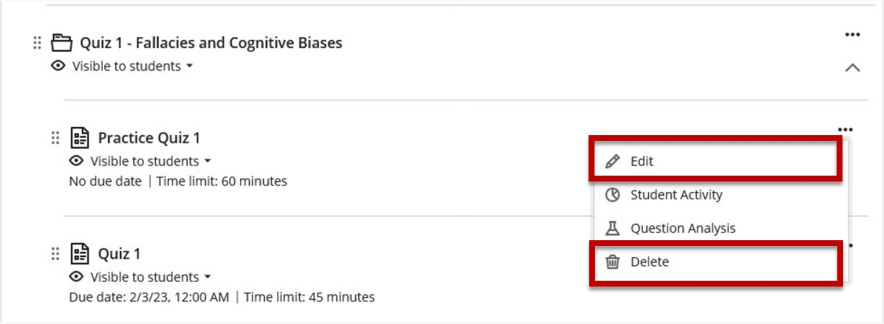
There are a number of other test options that you can use:

- **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.

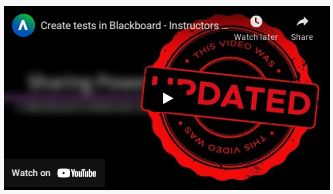




3. Select **Edit** or **Delete**.

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