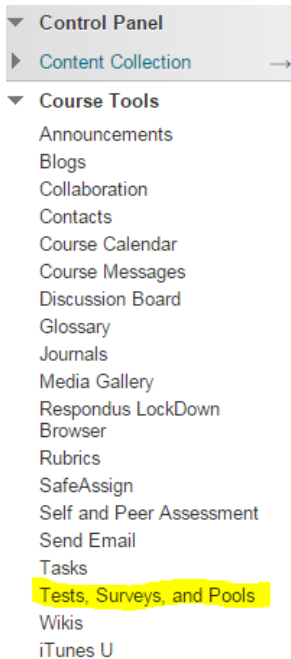




## How to create a test and deploy it in a Blackboard course

Users will be interested in this feature because it ensures easy access to all testing materials right alongside the course content that you have provided on your blackboard page. Plus, testing on blackboard has options for you to give your students sample answers along with clear instructions for taking the test. Finally, with the in-line grading feature, you will be able to provide quick and easy feedback on student tests while the scores you assign will automatically populate in your blackboard gradebook. For more information on in-line grading, please see our tutorial or video guide.

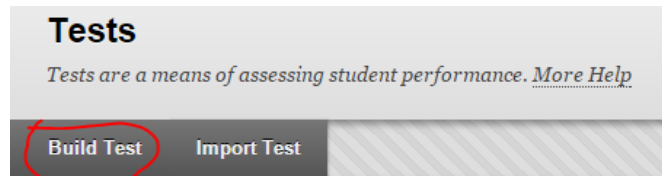
### CREATE A TEST



1. Go to the control panel, select **Course Tools**, then **select Tests, Surveys, and Pools**.

2. On the next page, click **Tests**.

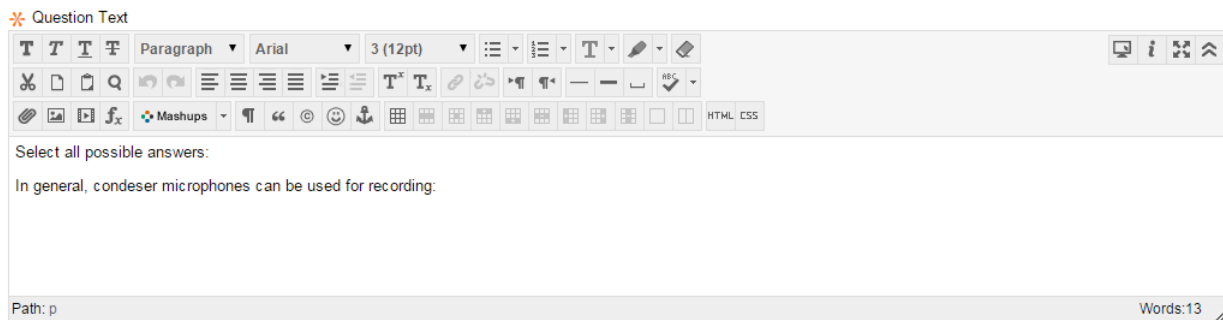
3. Next, click the **Build Test** button.



4. Provide a **Name** for the test, then click **Submit**.

5. Choose **Create Question**, then select the type of question from the menu.

6. On the next page, type in the **Question text**.



7. After entering the question text, scroll down and adjust the **number of possible answers**. If using Multiple Choice questions, select how many possible answers to display,

Number of Answers

then scroll down and enter a **possible answer** for each text box. Select the correct answer by selecting the check box next to the appropriate answer.

Correct

Answer 1.

acoustic guitar

Path: p Words:2

If using essay or short answer questions, it is not required to provide correct answers, as these types of questions will need to be manually graded by the instructor, TA, or course grader.

8. Scroll down and enter **feedback**. This is optional. Correct feedback would include something like “That is correct. Nice work,” while incorrect feedback may include something like “I’m sorry that is incorrect. The correct answer can be found in your text on page...”.

9. Click **Submit and Create Another** to add this question to the test and create the same type of question you have just created. Click **Submit** to add this question to the test and then add a different type of question.

10. Once all questions have been added to the test, you can **adjust the points** for each question from the Test Canvas page. Choose to update all questions points individually, or all at once.

Points:

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

11. Once points have been set for all questions, click **OK** at the bottom of the screen. Your test has been created and you are taken to a page that contains a list of all tests that have been created in the course. If ready, you can now **Deploy** the test to your course. View the steps below on how to deploy a test.

## DEPLOY A TEST

After a test has been created, it must then be deployed to a content area of your course so that students have access to and can complete the test.

Home Page

Syllabus

Course Content

Discussions

Assignments

Groups

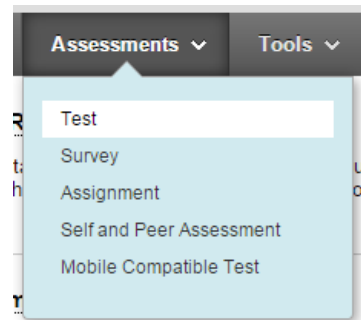
External Links

Tools

Help

1. Navigate to a content area of your course; typically this will either be **Course Content** or **Assignments**.

2. On the course content page, select **Assessment**, then select **Test**.



3. On the next page, select your Test from the list, then click **Submit**.

4. On the next page, choose **Yes** to make the test link available, and select/modify any of the other test options that are listed on the page (availability dates, multiple attempts, timer, results and feedback to students, etc.).

### TEST AVAILABILITY

Make the link available

Yes  No

5. Click **Submit**.

The test is now deployed and available to the students according to any availability dates you have chosen.