CREATING A TEST IN BLACKBOARD

## STEP TWO: add questions to the test

Either create questions manually, import from **Northern's Test** Generator or copy from existing tests and/or pools.

A. CREATING QUESTIONS MANUALLY

You are going to click **Create Question** and you're going to create some questions manually right within in Blackboard.

Blackboard provides you with 17 different types of questions. We will go over some of the more common ones.

MULTIPLE CHOICE - QUESTION

Scroll down in the menu above and choose the question style, **Multiple Choice**. This is where you will build the question. It does ask for a **Question Title**. But it is not necessary, so you will not put one in for this example. However, the **Question Text**, is necessary.
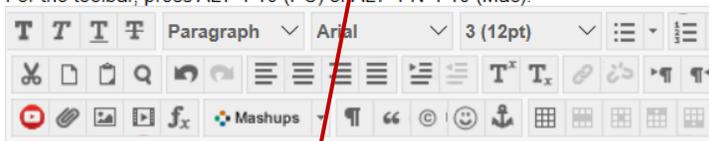

Options

The first is **Answering Numbering**. Do you want to display Arabic, Roman, etc? In this case, choose **Lowercase Letters**.

You can also choose your **Answer Orientation**, either Vertical or Horizontal.

You can allow for partial credit if this question has an answer that is correct but maybe not as correct as another one

Allow Partial Credit

☐

You can also choose to show the answers in random order. There is also the option in the test parameters to randomize all of the question order in your test as well. We will cover that later.

Show Answers in Random Order

☐

ANSWERS

Answers

Select the number of answer choices, fill in the fie
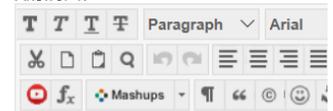
By default, Blackboard chooses the value 4 for the number of answers you're going to include in your question. You can increase this to any other number that you choose by clicking the arrow next to the 4. For this example, you can leave it at 4.

Number of Answers

4 ∨

Correct

⦿ Answer 1.

So now you're going to enter your answers in each of the answer boxes. Making one answer correct and the rest incorrect. Go to the correct answer and click the radio button in front of it, indicating to Blackboard that this is the correct answer.

Correct
○ Answer 1.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

25

Path: p   Words:0
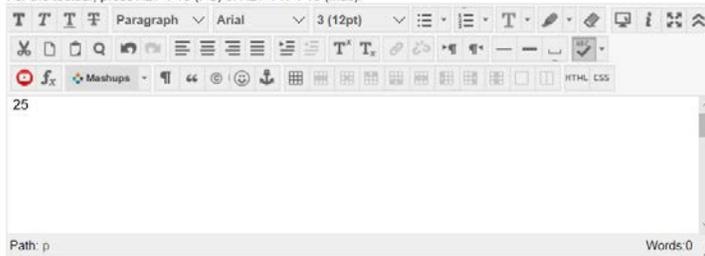
Remove

⦿ Answer 2.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

10

Path: p   Words:0

.
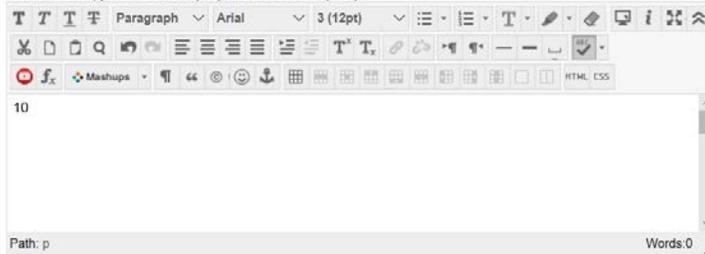
Feedback

Now scroll down to feedback. This area allows you to leave feedback to the students if you choose. You can provide feedback if they get the answer correct and or you can add feedback if they get the answer wrong.

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, a~ will receive the feedback for an incorrect answer.

Correct Response Feedback

Incorrect Response Feedback

Categories and Keywords

You can also assign categories and keywords to this question. This can add some extra time to creating your test, however, can be very helpful if you plan on importing questions from existing tests and pools. This will be reviewed in later videos.

*Click **Add** to add a Category, Topic, Leve~
complete list of Categories, Topics, Level~*

Categories
None Add

Topics
None Add

Levels of Difficulty
None Add

Keywords
None Add

Instructor notes

If you have notes that you'd like to include here. For example, where you found the answer in the textbook used for the class, you could enter that here.

When you are done, go to the bottom right and click **Submit**.

NOTE: if you want to create another multiple choice question, you could click **Submit and Create Another instead**. This is will automatically bring you back up to a blank multiple choice question.

You will now see that you created one question for this test.

TRUE/FALSE - QUESTION

For the next question, you will create a **True/False**.
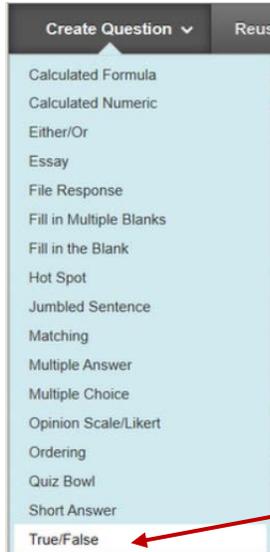
Again, you're going to create your question.
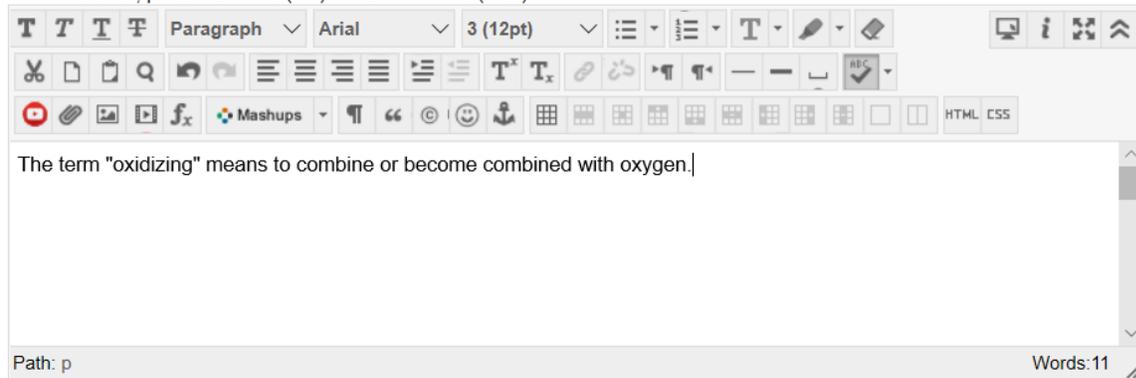
In **True/False**, your only option available is if you want to display answers **vertical** or **horizontal**.

Then what you answer is. Whether it's True or False. In this case, it's True.

Again, you have a section for **Categories and Keywords**, as well as **Feedback**.

Click **Submit** when you are ready.

And how you have created your second question.

Description	First test for this class.
Instructions	You have 10 mminutes to complete the tes
Total Questions	2
Total Points	20

NOTE: you'll notice in Blackboard as you continue to create questions, it automatically goes to the bottom of the page.

Total Questions	2
Total Points	20

Select: All None │ Select by Type: - Question Type - ∨

Delete │ Points [   ] │ Update │ Hide Question Details

☐ 1. **Multiple Choice: What is the square root of 100?** ⌄

Question	What is the square root of 100?
Answer	a. 25
	✓ b. 10
	c. 1
	d. 50

☐ 2. **True/False: The term "oxidizing" means to combine...**

Success: Question created. ⊗

Question	The term "oxidizing" means to combine o
Answer	✓ True
	False

Select: All None │ Select by Type: - Question Type - ∨

Delete │ Points [   ] │ Update │ Hide Question Details

If you want to change the order, simply put your cursor over the left side of the question. Click and hold the mouse button down. Then drag the question to where you want it to be. It will automatically get renumbered.

SHORT ANSWER - QUESTION

For the next question, you will create a **Short Answer**.
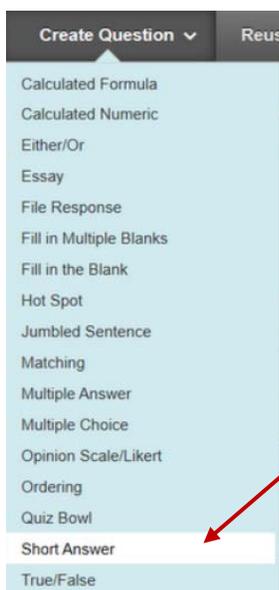
Enter your question.
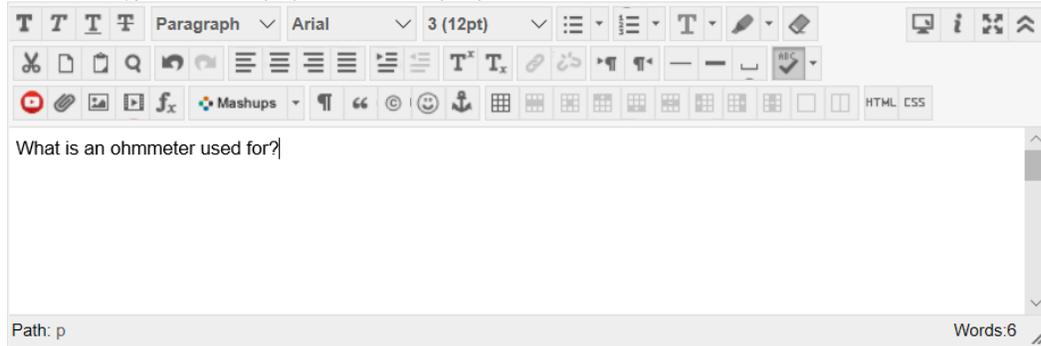
In this particular case, you can set the number of rows that will display in the answer field for the student. This will give them a visual clue as to how long you expect their answer to be. You can choose anywhere between 1 to 6 lines.

NOTE: it does not limit the amount of information the student can type and submit back to you. It just displays the number of lines.
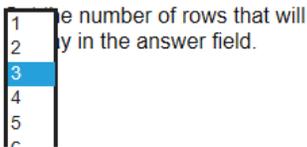
You can still put an answer text if you want to help yourself when you're marking it.
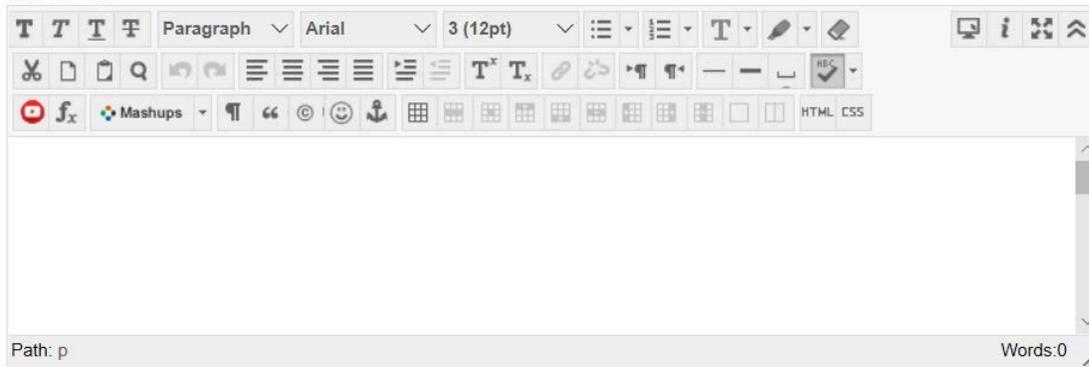
And because it's a question where the students have to write the answer, you also have the option of adding/selecting a Rubric to help you when you're marking.


In this example, we don't add one

Now click **Submit**.

ESSAY - QUESTION

The last style of question we are going to cover is Essay.
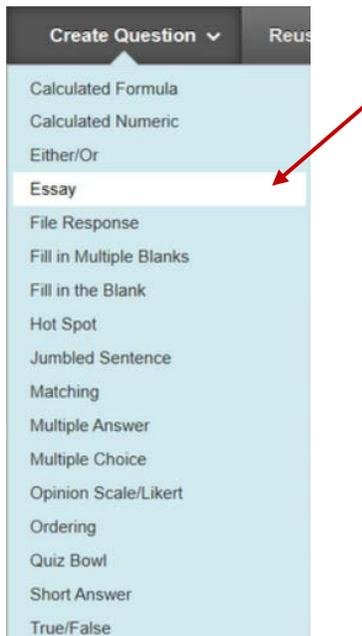
Enter your question.
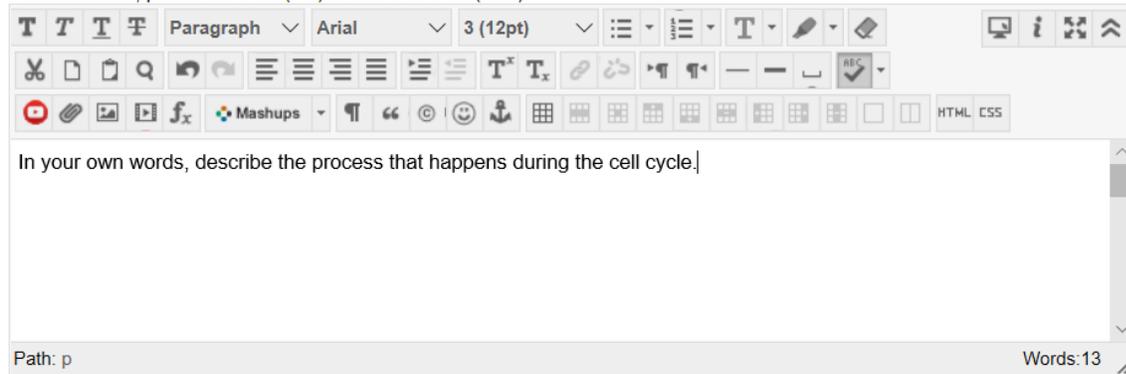
This time, because it's an Essay question, it doesn't ask how many lines you'd like to display. Just leaves it more wide open for the student so they know you're expecting more information.

You can still include an **example answer** and attach a **Rubric**.

Then **Submit.**

 You'll now see that this test holds a total of 4 questions for a total of 40 points.

ASSIGNING POINTS

The reason you have 40 points, is by default, Blackboard assigns a value of 10 points to every question that has been entered into the test.
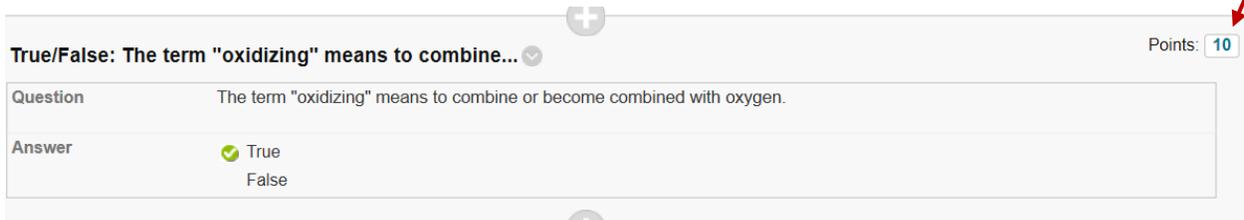
You can change these point values individually for each question or as a whole for the entire test. So if you have 50 multiple choices and only 2 Essay questions, the easiest thing to do would be to change all the point values for the whole test to 1 or 2, depending on what your Multiple Choice questions are out of. Then go down and individually edit the Essays questions.

To do so, click on All. It will automatically put a check mark beside each question.
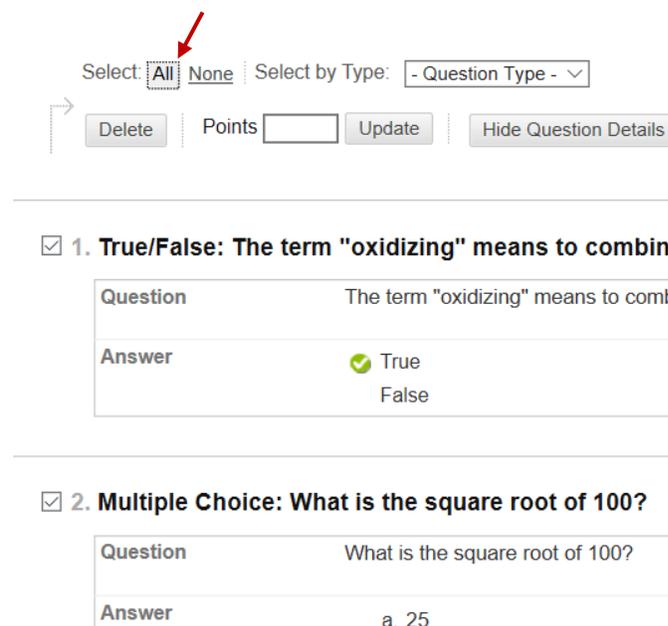
Then in the **Points** value, click and choose a value of 1. Then **Update**.

Now all your questions have a point question of 1, with a total value of 4.

Description	First test for this
Instructions	You have 10 mr
Total Questions	4
Total Points	4

Now for the **Essay** question and the **Short Answer** question, let's make those values different.

Scroll to the short answer and change it to 5. To do so, run your mouse over the section that displays the point and click. Change the value, then click **Submit**.

5 ☐ Extra Credit Cancel **Submit**

Do the same for the Essay question. Make it out of 10. Then click Submit.

10 ☐ Extra Credit Cancel **Submit**

You now have total point value of 17.

Description	First test for thi
Instructions	You have 10 m
Total Questions	4
Total Points	17

When you are done entering all of your questions into the test, scroll to the bottom right and click **OK** button.

← OK