

## CREATING A TEST IN BLACKBOARD

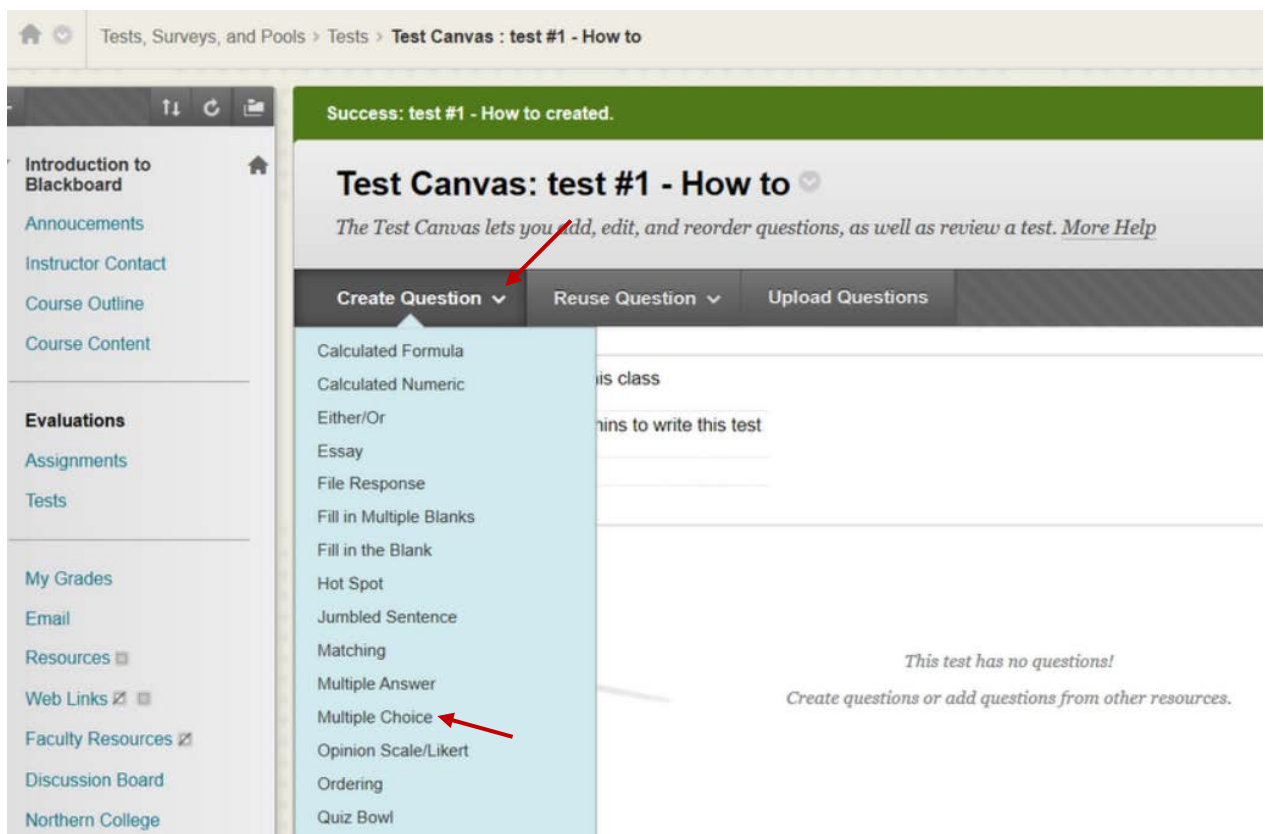
### STEP TWO: add questions to the test

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.



The screenshot displays the Blackboard interface for creating a test. The breadcrumb trail at the top reads: Tests, Surveys, and Pools > Tests > Test Canvas : test #1 - How to. A green success banner at the top of the main content area states: "Success: test #1 - How to created." Below this, the title "Test Canvas: test #1 - How to" is displayed, followed by a description: "The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)".

A navigation bar contains three buttons: "Create Question", "Reuse Question", and "Upload Questions". The "Create Question" button is selected, and its dropdown menu is open, listing 17 question types: 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, and Quiz Bowl. A red arrow points to the "Multiple Choice" option in the dropdown menu.

Below the navigation bar, the main content area is empty, displaying the message: "This test has no questions! Create questions or add questions from other resources." A red arrow also points to this message.

## 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.

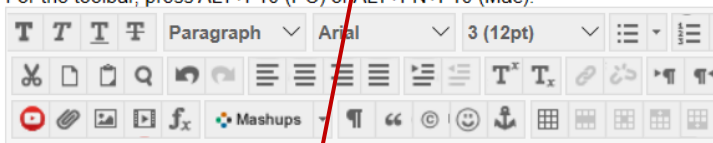
\* Indicates a required field.

### QUESTION

Question Title

\* Question Text

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



What is the square root of 100?

Path: p

### Options

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

### OPTIONS

*If partial credit is allowed, each incorrect answer can*

Answer Numbering

- None
- Arabic Numerals (1, 2, 3)
- Roman Numerals (I, II, III)
- Uppercase Letters (A, B, C)
- Lowercase Letters (a, b, c)

Allow Partial Credit

Show Answers in Random Order

Answer Orientation

- Vertical
- Horizontal

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

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.

### ANSWERS

Select the number of answer choices, fill in the fi

Number of Answers

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)

Remove

Answer 2.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)

## Feedback

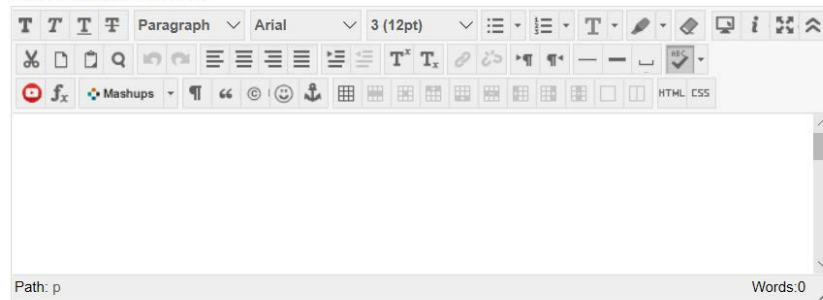
Now scroll down to feedback. This area allows you to leave feedback to the students if you choose. You can provide feedback if they get the answer correct and or you can add feedback if they get the answer wrong.

### FEEDBACK

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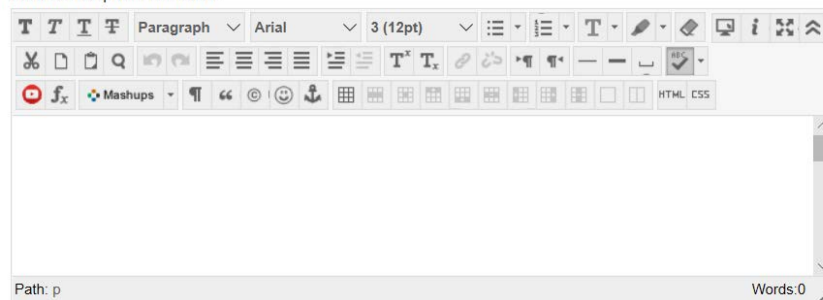
*Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, it will receive the feedback for an incorrect answer.*

#### Correct Response Feedback



A rich text editor interface for entering feedback. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link/unlink, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, and insert HTML/CSS. The editor area is currently empty. At the bottom, it shows 'Path: p' and 'Words: 0'.

#### Incorrect Response Feedback



A rich text editor interface for entering feedback. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link/unlink, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, and insert HTML/CSS. The editor area is currently empty. At the bottom, it shows 'Path: p' and 'Words: 0'.

## 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, Level complete list of Categories, Topics, Level:*

Categories  
None

Topics  
None

Levels of Difficulty  
None

Keywords  
None

## 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.

### INSTRUCTOR NOTES

Instructor Notes

REC ✓

Character count: 0

Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.

Cancel Submit and Create Another **Submit**

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 will automatically bring you back up to a blank multiple choice question.

### Test Canvas: test #1 - How to

The Test Canvas lets you add, edit, and reorder questions, as well as

Create Question Reuse Question Upload Questions

Description	First test for this class.
Instructions	You have 10 minutes to complete the test.
Total Questions	1
Total Points	10

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

Delete Points Update Hide Question Details

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

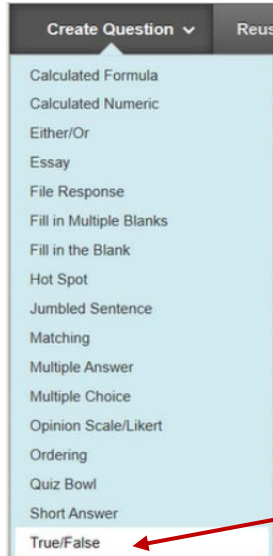
1. Multiple Choice: What is the square root of 100?

Success: Question created.

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

## TRUE/FALSE - QUESTION

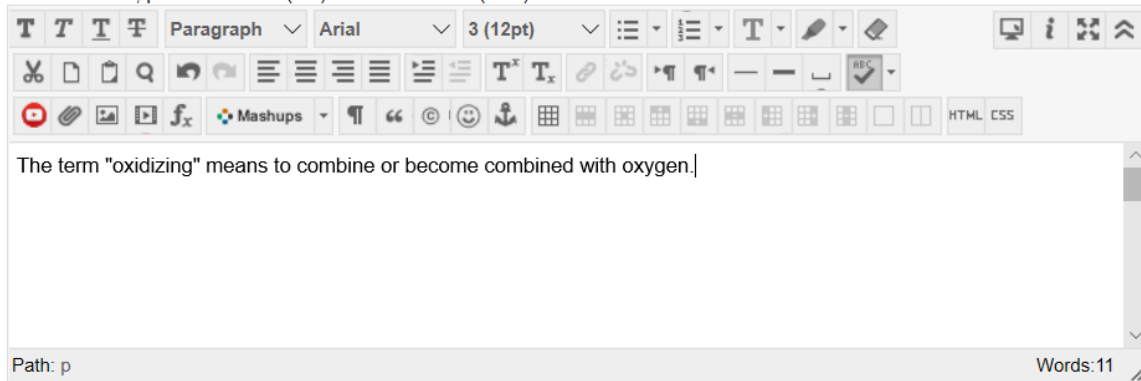
For the next question, you will create a **True/False**.



Again, you're going to create your question.

### \* Question Text

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



In **True/False**, your only option available is if you want to display answers **vertical** or **horizontal**.

### OPTIONS

Answer Orientation

### ANSWERS

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

Answer  True  
 False

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:

→  | Points  |  |

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

Question	What is the square root of 100?
Answer	a. 25
	<input checked="" type="checkbox"/> 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 or
Answer	<input checked="" type="checkbox"/> True False

Select: [All](#) [None](#) | Select by Type:

→  | Points  |  |

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.

1. True/False: The term "oxidizing" means to comb

Success: Question created.

Question	The term "oxidizing" means to co
Answer	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

2. Multiple Choice: What is the square root of 100?

Question	What is the square root of 100?
Answer	<input type="checkbox"/> a. 25 <input checked="" type="checkbox"/> b. 10 <input type="checkbox"/> c. 1 <input type="checkbox"/> d. 50

### SHORT ANSWER - QUESTION

For the next question, you will create a **Short Answer**.

Create Question ▾ Reus

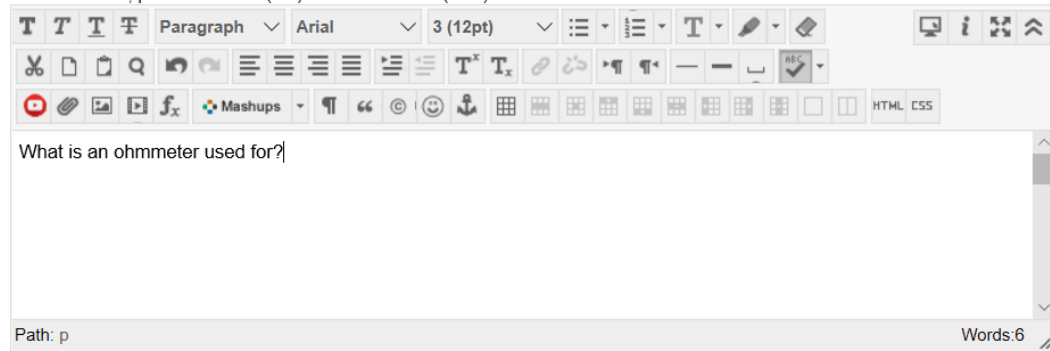
- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False



Enter your question.

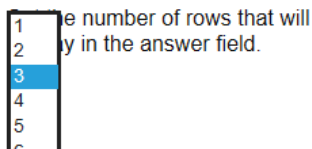
**✱ Question Text**

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



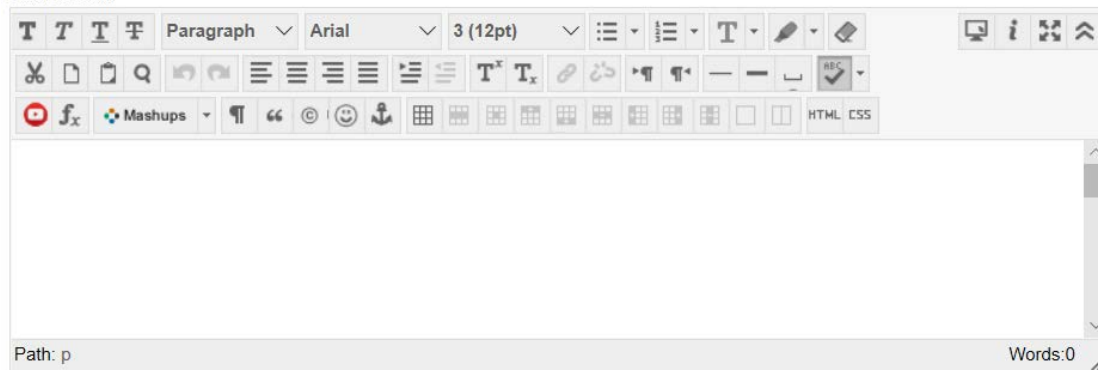
In this particular case, you can set the number of rows that will display in the answer field for the student. This will give them a visual clue as to how long you expect their answer to be. You can choose anywhere between 1 to 6 lines.

**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.

**Answer Text**



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.

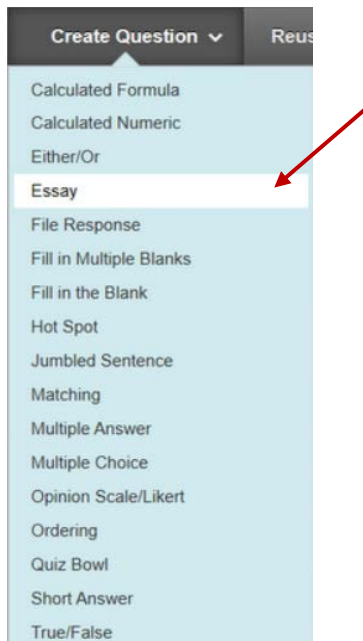


In this example, we don't add one

Now click **Submit**.

## ESSAY - QUESTION

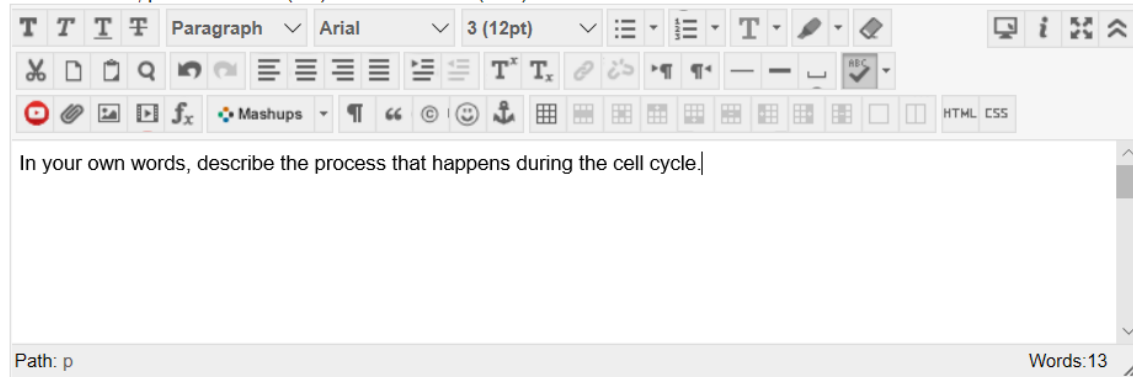
The last style of question we are going to cover is Essay.



Enter your question.

### \* Question Text

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



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**.

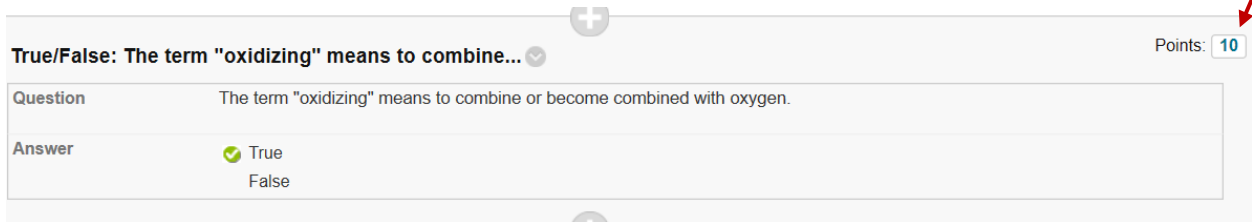
Then **Submit**.

Description	First test for th
Instructions	You have 10 m
Total Questions	4
Total Points	40

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

## ASSIGNING POINTS

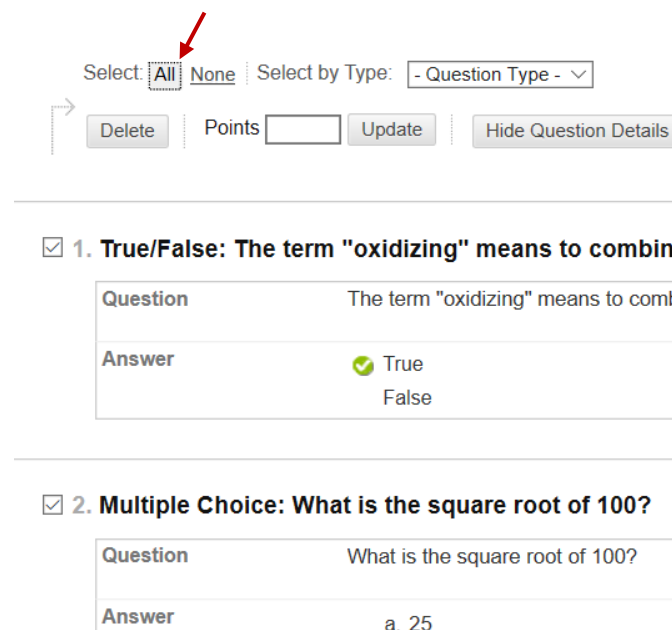
The reason you have 40 points, is by default, Blackboard assigns a value of 10 points to every question that has been entered into the test.



The screenshot shows a question editor interface. At the top right, there is a "Points:" label followed by a text box containing the number "10". A red arrow points to this text box. Below this, the question text is "True/False: The term 'oxidizing' means to combine...". Underneath, there is a table with two rows: "Question" and "Answer". The "Question" row contains the text "The term 'oxidizing' means to combine or become combined with oxygen." The "Answer" row contains a green checkmark next to "True" and "False" below it.

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.

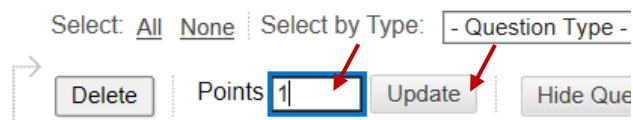
To do so, click on All. It will automatically put a check mark beside each question.



The screenshot shows the Blackboard question list interface. At the top, there is a "Select:" dropdown menu with "All" selected (indicated by a red arrow) and "None" as an option. To the right is a "Select by Type:" dropdown menu with "- Question Type -" selected. Below these are buttons for "Delete", "Points" (with an empty text box), "Update", and "Hide Question Details". Below the buttons, there are two questions listed, each with a checked checkbox:

- 1. **True/False: The term "oxidizing" means to combin**  
Question: The term "oxidizing" means to combin  
Answer: True (with a green checkmark), False
- 2. **Multiple Choice: What is the square root of 100?**  
Question: What is the square root of 100?  
Answer: a. 25

Then in the **Points** value, click and choose a value of 1. Then **Update**.



The screenshot shows the same Blackboard question list interface as above. The "Points" text box now contains the number "1" (indicated by a red arrow). The "Update" button is also highlighted with a red arrow, indicating the next step in the process.

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 m
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**.

Extra Credit

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

Extra Credit

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.