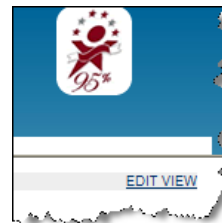


### How do I Create a New Test?

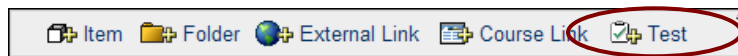
In this manual we will cover creating tests using a few of the question types available in Blackboard; Essay, Multiple Choice, Ordering, & True/False.

The basic steps in creating a test are listed here. Following this section will be directions for adding questions of the four types listed above.

1. While in your Blackboard Course, click on the content area where you would like for the test to be housed.
2. Click the Edit View link in the upper right corner.



3. Click the Add Test button.



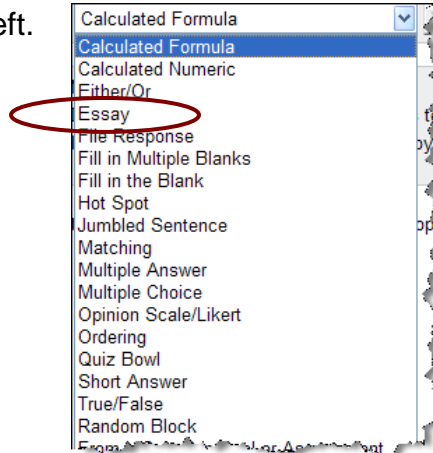
4. Click .
5. Type the name of the test, a description and instructions for the students taking the test into their respective fields.
6. Click .

You are now at the Test Canvas page where you can create your test questions.

### Essay Questions

Continued from the basic test creation steps in the first part of this manual.

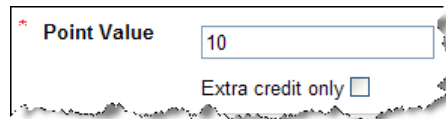
1. Select Essay from the drop down menu on the left.



2. Click .

3. Type your question into the "Question Text" field.

4. Type the point value for this question into the Point Value field. This may be any number.

A screenshot of the Point Value field in Blackboard. The field is labeled "Point Value" and contains the number "10". Below the field is an "Extra credit only" checkbox, which is currently unchecked.

5. Now type in a correct response. You will be required to manually grade this question, but you can give students an idea of what a correct response may have looked like so they can self-evaluate.

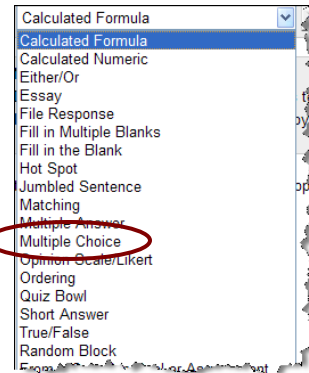
6. Ignore the Categories & Keywords section.

7. Click .

### Multiple Choice Questions

Continued from the basic test creation steps in the first part of this manual.

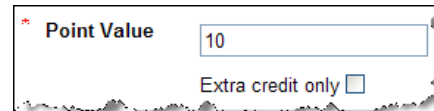
1. Select Multiple Choice from the drop down menu on the left.



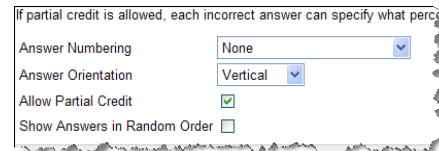
2. Click .

3. Type in your question in the "Question Text" area.


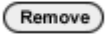
4. Enter a point value in the Point Value area.



5. Select your answer numbering system (alpha, roman numerals, etc)

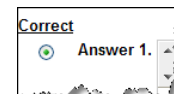


- **Answer Orientation** will allow you to choose your display preference.
- **Allowing Partial Credit** enables partial credit percentages for all incorrect answers.
- **Showing Answers** in a random order helps reduce cheating.

6. Select **Number of Answers**  from the drop down box. You can remove answers at any time by clicking .

7. Type the answers into the corresponding areas.

8. Select the correct answer by clicking the radio button next to the right answer.



9. Type in your response feedback for the correct answer and for an incorrect selection. This will be displayed if you choose to show feedback in the assessment delivery options.

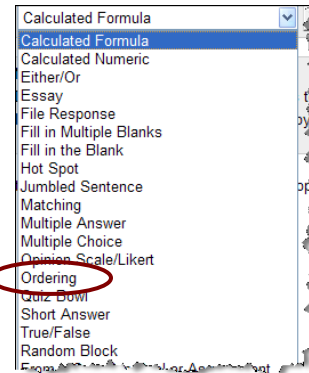
10. Ignore Categories & Keywords.

11. Click .

### Ordering Questions

Continued from the basic test creation steps in the first part of this manual.

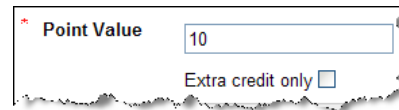
1. Select Ordering from the drop down menu on the left.



2. Click the  button.

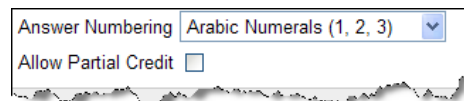
3. Type in your question in the “Question Text” area.

4. Type in your point value for this question.





A screenshot of the 'Point Value' field, which is a text input box containing the number '10'. Below the input box is a checkbox labeled 'Extra credit only' which is currently unchecked.

5. Select your numbering system.



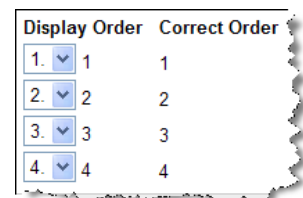
A screenshot of the 'Answer Numbering' dropdown menu, which is currently set to 'Arabic Numerals (1, 2, 3)'. Below the dropdown is a checkbox labeled 'Allow Partial Credit' which is currently unchecked.




6. Select the **Number of Answers**  from the drop down. You can remove choices by clicking .

7. Type in your answers in the correct order in the spaces provided.

8. Click .

9. Select the order of the responses by changing the values in the Display Order column.



Display Order	Correct Order
1. 	1
2. 	2
3. 	3
4. 	4

10. Type in your feedback for a correct or incorrect response. This will only be displayed if you choose based on your assessment setup.

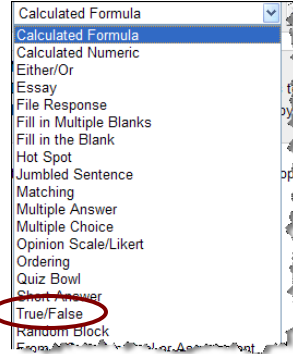
11. Ignore Categories & Keywords.

12. Click .

### True/False Questions

Continued from the basic test creation steps in the first part of this manual.

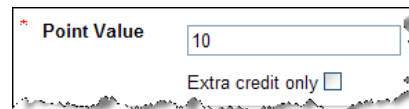
1. Select True/False from the drop down menu on the left.



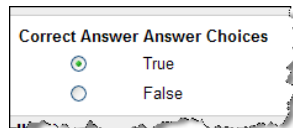
2. Click the  button.


3. Type in your question in the "Question Text" area.

4. Type in your point value for this question.



5. Select your answer orientation display preference as either vertical or horizontal.
6. Select the correct response for the question by changing the radio button setting.



7. Type in your question feedback based on a correct or incorrect response.
8. Ignore the Categories & Keywords.
9. Click .