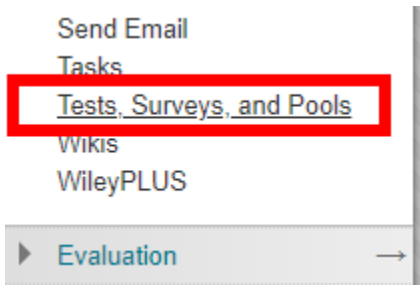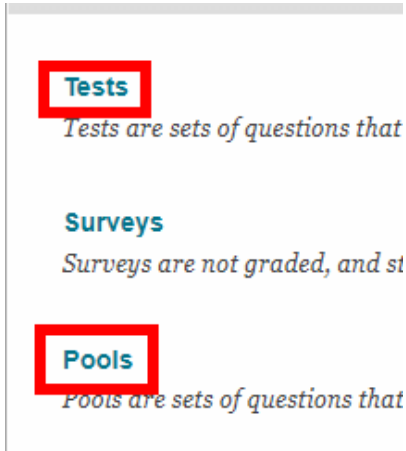# Creating Blackboard Tests

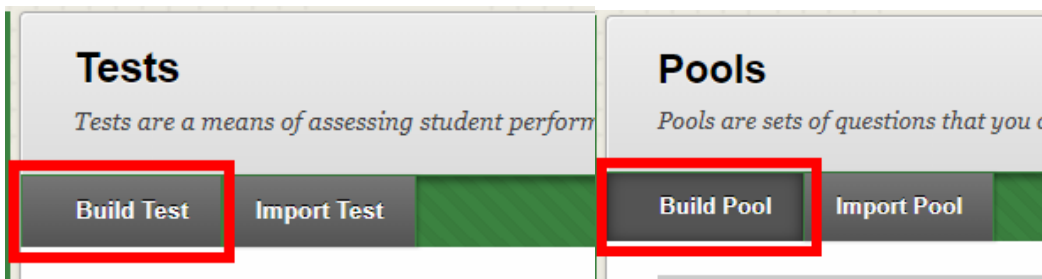**Part 1: Creating a Test or Test Pool**

1. Log into blackboard and select your course. Then under **Course Tools** click **Tests, Surveys and Pools**
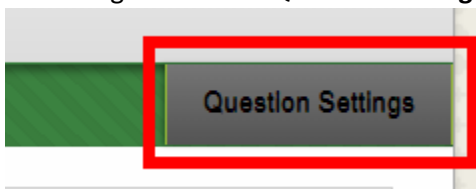


2. Click **Tests** or **Pools** depending on which you are creating.



3. Click **Build Test** or **Build Pool**



4. Enter the **Name** and optionally a Description and click **Submit**.
5. On the right side click **Question Settings**

6. If this is a **test** (skip if you are making a test pool) change the default point value to your desired point value, I usually chose 1.

**SCORING**

☑ Specify default points when creating questions. Default point value `1`
    ◉ Use the currently assigned points when finding and adding questions.
    ○ Use default points when finding and adding questions.
☑ Specify partial credit options for answers.
☑ Specify negative points options for answers.
☑ Provide option to assign questions as extra credit.

7. Enable the additional feedback options, if necessary:

**FEEDBACK**

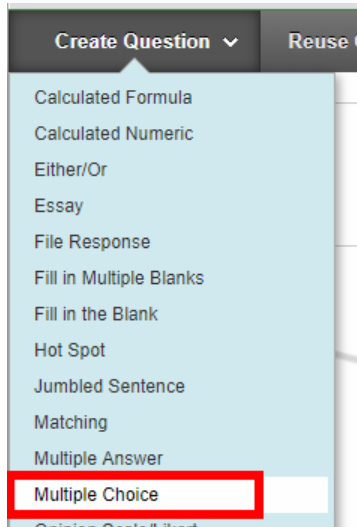☑ Provide feedback for individual answers.

**IMAGES, FILES, AND WEB LINKS**

☑ Add images, files, and web links to individual feedback.
☑ Add images, files, and web links to answers.

8. Click **Submit.**

<div align="center">

**Part 2: Creating a Multiple Choice question**

</div>

1. Hover over **Create Question** and click **Multiple Choice**

| Create Question ⌄ | Reuse ( |
|---|---|
| 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 | |

2. Enter the **Question Text** in the text area and format it as desired.
3. To randomize answers check off **Show Answers in Random Order**

OPTIONS

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

Answer Numbering     None

Answer Orientation     Vertical

Allow Partial Credit

Show Answers in Random Order ☑

4. Choose the **Number of Answers** and then choose the **Correct Answer**, and fill them in.

Number of Answers     4

Correct

Answer 1.             Remove

5. Now scroll to the bottom and add the meta data to the question

CATEGORIES AND KEYWORDS

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keywo*

Categories     IP Address ⊗   Add

Topics     VLSM ⊗   Add

Levels of Difficulty     Easy ⊗   Add
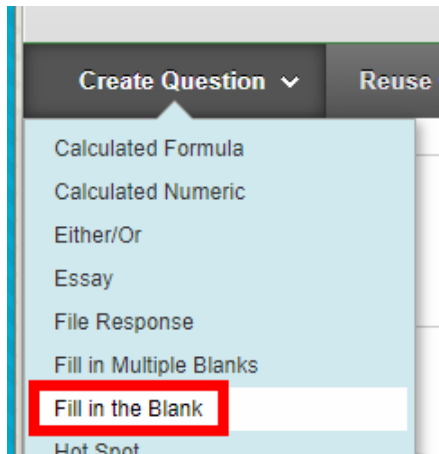
Keywords     IP ⊗ subnet ⊗   Add

6. Click **Submit**.

**Part 3: Creating a Fill in the Blanks question**

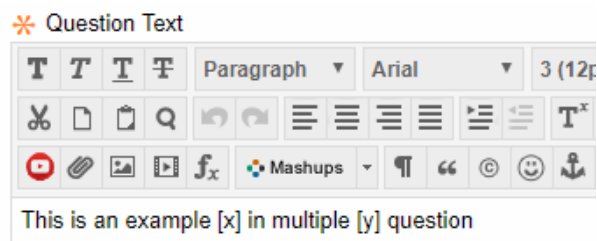1. Hover over **Create Question** and click **Fill in the Blank**



2. Enter the **Question Text**.
3. Select the number of potential correct answers and choose your settings:



- Case Sensitive - case must match
- Exact match – must match the exact characters
- Contains – must contain the characters in the answer
- Pattern Match – Uses regex
4. Enter any desired metadata.

**Part 4: Creating a Fill in the Multiple Blanks question**

1. Hover over **Create Question** and click **Fill in the Multiple Blanks**
2. Next enter the question text and wherever you want blanks use square brackets with a variable name inside for example **[x].**

3. Click **Next.**
4. Enter the answers for each variable, see the options from the **Fill in the Blanks** question:

ANSWERS FOR: X

Number of Answers    1 ▾

✱Answer 1 | Exact Match ▾ |             ☐ Case Sensitive

ANSWERS FOR: Y

Number of Answers    1 ▾

✱Answer 1 | Exact Match ▾ |             ☐ Case Sensitive

5. Add any meta data and click submit.
6. Click **Submit.**