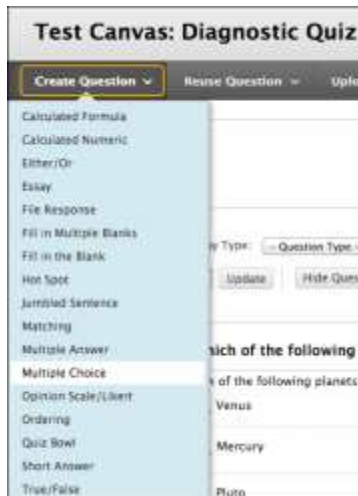


## Creating Tests or Surveys in Blackboard

To access Tests & Surveys:

Control Panel > Course Tools > Tests, Surveys, and Pools > Tests or Surveys



1. On the Tests page, select Build Test.
2. On the Test Information page, type a name. Optionally, provide a description and instructions.
3. Select Submit.
4. On the Test Canvas, from the Create Question menu, select a question type.
5. On the Create/Edit page, provide the necessary information to create a question.
6. Select Submit.
7. When you have added all the questions you need, select OK. The test is added to the list on the Tests page and is ready to make available to students.

The next section explains how to add new questions exactly where you want them.

## Adding Questions Where you Want Them

You can add new questions exactly where you want them on the Test or Survey Canvas. Select the plus sign before or after another question and choose a question type.

The screenshot shows the 'Test Canvas: Acid Precipitation' interface. At the top, there are buttons for 'Create Question', 'Reuse Question', and 'Upload Questions'. Below these, there is a description of the test, instructions, and summary statistics: 'Total Questions: 8' and 'Total Points: 23'. A 'Select by Type' dropdown menu is set to '- Question Type -'. Below this, there are 'Delete', 'Points', and 'Update' buttons, along with an 'ADD QUESTION' button. A plus sign icon is visible above a question type selection menu. The menu lists various 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, Quiz Bowl, Short Answer, True/False, Create Question Set, Create Random Block, and Find Questions. The first question in the list is '1. True/False: color' and the second is '2. Multiple Choice: gg'.

You can also change the value for individual questions as needed.

## Reordering Questions

Questions are numbered automatically in the order you add them. The question numbers update when you reorder or randomize them. To prevent confusion, don't use numbers to reference other questions within the test.

The screenshot shows the 'Test Canvas: Chapter 9 Test' interface. A 'Reorder: Questions' dialog box is open, displaying a list of items to be reordered:

- 1. True/False: Oceanic crust is made of basalt and g...
- 2. Matching: Match each term with its definition.
- 3. Fill in the Blank: \_\_\_\_\_ is the silicate mineral with...
- 4. Ordering: Order the four oceans in size, with t...
- 5. Essay: Explain what a tombolo is and where y...

Below the dialog, the first question is visible:

1. True/False: Oceanic crust is made of basalt and gabbro. Points: 10

Question	Oceanic crust is made of basalt and gabbro.
Answer	<input checked="" type="radio"/> True <input type="radio"/> False
Correct Feedback	Correct! Oceanic crust is made of basalt and gabbro and is generally about five km thick.
Incorrect Feedback	Incorrect! Oceanic crust is made of basalt and gabbro and is generally about five km thick.

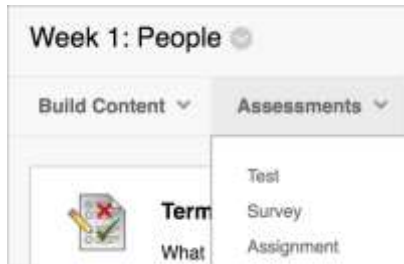
On the Test or Survey Canvas, you can use the drag-and-drop function to reorder questions. Press the arrows next to a question and drag it to a new location.

Or, select the Keyboard Accessible Reordering icon. Select a question and use the Move Up and Move Down icons following the Items box to adjust the order.

Only new test attempts are affected by the changed order if the test isn't set to display questions in random order. Students who have already made submissions see the original order.

## Adding a Test or Survey to a Content Area

After you create a test or survey, the next step is to deploy it. First, you add the test or survey to a content area, folder, learning module, or lesson plan. Then, you make the test or survey available to students.



1. Navigate to where you want to add a test or survey.
2. Select Assessments to access the menu and select Test or Survey.
3. Select a test or survey from the list.
4. Select Submit. The Test or Survey Options page appears.
5. Make the test or survey available to students.
6. Optionally, select the options for feedback and display, and set the due date and display dates.
7. Select Submit.