



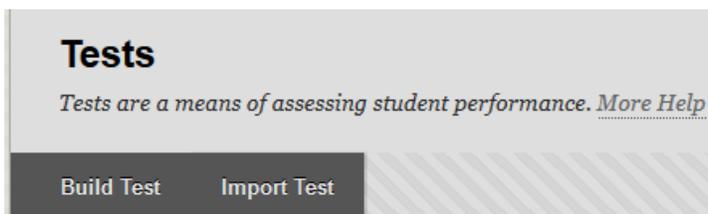
# Quick Start Guide to Creating a Test or Quiz

## About the Test tool in Blackboard

The Test tool in Blackboard allows you to create quizzes and exams for your students right in your course. It saves you time when you are grading as well. When you create a test or quiz using the Test tool, a Grade Center column is created automatically. From the Grade Center page, you can see which students have completed the test and what score they received. You can use the inline viewer and edit grades, if needed.

### Creating a test

1. Go to the **Control Panel**, expand **Course Tools**, and click on **Tests, Surveys and Pools**.
2. Choose **Test** and click on **Build Test**.
3. Give the Test a name and fill in all other pertinent information that you wish, including instructions for students.
4. Click **Submit**. This creates a new test and bring you to the Test Canvas area, where you can build questions and input the answer key.
5. To create a question, hover over the **Create Question** button. There are several options for question types, including multiple choice. Make sure for multiple choice, you tick the bubble to identify the correct answer. Below are some commonly used question choices:
  - Multiple Choice – Type or paste your question into the **Question Text** box and type or paste answers into the **Answer** boxes. If you want to have fewer than 4 answers, use the **Remove** button to delete one or more. Under Options you can change settings for how the answers are presented. Check the radio button on the left of answer box to indicate correct answer and click **Submit**.
  - Multiple Answer – Multiple Answer is similar in set up to Multiple Choice, but you can set more than one answer to be correct. If you check the **Allow Partial Credit** option you can choose how many of the total points for each question are allotted for each correct answer.
  - Short Answer – Allows students to type in their answer but is limited to between 1-6 lines of text. Each line is defined as a horizontal space in answer filed end to end.
  - Essay – Allows students to type in their answer with no limit to entry length.
  - Matching – Lets students match a word to a definition or description. Type or paste your question into the **Question Text** box and type or paste the correct matching pairs into the **Question/Answer Pair** boxes. Under **Answer Order** choose Randomly to have Blackboard scramble the choices or Manually if you want to adjust the answer order manually. You can also check the Reuse answer choice option to reuse a matching answer from a previous Question/Answer Pair box and selecting the pair that you would like to reuse. If desired, check Add unmatched answer choices to add answers that do not have a match.

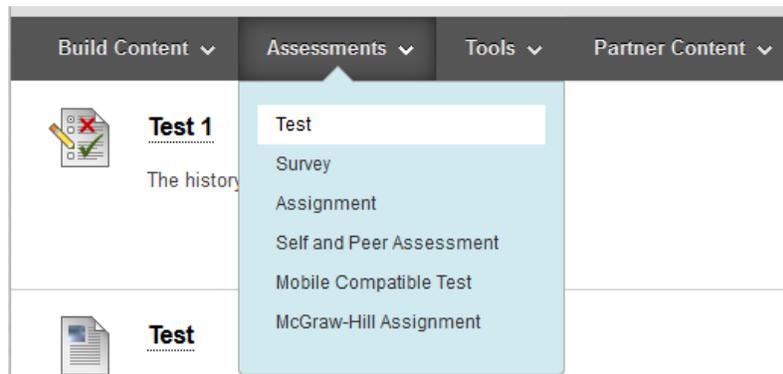


6. After you've built the test, click the **OK** button at the lower right-hand side of the page. The test is now ready to be deployed into a content area so that students can access it.

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## Deploying a test

1. Choose the content area of your course in which you'd like to display your new test.
2. Once in the content area, hover over the **Assessments** tab and select **Test**.



3. Select the test you've just created and press **Submit**.
  - Not that there is an option in this step of creating a new test. This is an alternative method of creating a new test and will take you to the same Test Canvas area as described in the previous section.
4. Fill out the test options as you see appropriate. You can adjust the Test Availability, allow multiple attempts, force completion of the test in one sitting, set a timer, and assign a due date.
  - Make sure to make the test visible to students by selecting Yes to Make available to students in Section 2 (Test Availability).
5. Click **Submit**. Your test is now available to students.

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## To learn more about Tests and Quizzes

1. Visit the Blackboard Help website: <https://help.blackboard.com/>.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: <http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support or to schedule a one-on-one consultation at (202) 885-3904 or [blackboard@american.edu](mailto:blackboard@american.edu). We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.