About Tests

You can use Blackboard tests to measure student knowledge and gauge progress. Instructors create tests, add questions, and launch or “deploy” tests in a course area.

How Do I Plan a Blackboard Test?

Things to consider before creating the test:
- Are special instructions needed?
- How many questions?
- What type of questions?
- What is the point value associated with each question?
- Are some questions very difficult and may count as extra credit?

Building a Test and Adding Questions

1. In your Blackboard course site, navigate to the Control Panel, select Course Tools, and then Tests, Surveys, and Pools.
3. On the Test page, click Build Test.
4. On the Test Information page, type a name. Optionally, provide a description and instructions.
5. Click Submit.
6. On the Test Canvas page, hover over Create Question, and select a question type (e.g., essay, multiple choice, etc.). See the Best Practices section on the next page.
7. On the Create/Edit page, provide the necessary information to create a question.
8. Click Submit and Create Another or Submit.
9. When you have added all the questions, scroll to the bottom, and click OK.

The test is added to the list on the Tests page and is ready to make available to students (deploy).

Adjusting Question Settings

You can set options for scoring, feedback, images, metadata, extra credit, how questions are displayed to students, etc.

1. Navigate to the Tests page, scroll down to find your test, click the drop-down next to the test name, and choose Edit from the drop-down menu.
2. On the Test Canvas page, click Question Settings. On this page you can adjust settings concerning:
   - Feedback
   - Images, files, and web links (you can allow these items in answers or feedback)
   - Question metadata
   - Scoring (set grading rules)
   - Display options
3. Make your selections and click Submit.

NOTE: You can access the Tests page by clicking Control Panel > Course Tools > Tests, Surveys, and Pools > Tests.

Deploying a Test

After you create a test, the next step is to deploy it and make it available to students. This "posts" the test to Blackboard and also creates a column in the gradebook (Grade Center).

1. Navigate to where you want to add a test (e.g., Assignments, Course Materials, etc.).
2. Hover over Assessments and choose Test from the drop-down menu.
3. Select a test from the list and click Submit.
4. On the Test Options page you can adjust:
   - Test information (name, description, etc.)
   - Test availability (Important: The Force Completion feature is not recommended. See our Best Practices on the next page.)
   - Test availability exceptions (extra time, additional attempts)
   - Due date
   - Show test results & feedback to students
   - Test presentation (random order, one question at a time, etc.)
4. Once you have made your selections, you are ready to deploy the test. Make sure that under the Test Availability section, you selected the radio button for ‘Make available to students’ to Yes.
6. Click Submit.
Building, Deploying, and Grading Tests in Blackboard

**Previewing Your Test**

1. From within the course, click the Student Preview button.
   
   An orange banner will display with the message, “Student Preview mode is ON.” You can now access the course as a student (e.g., take available tests, view available content areas, view grades, etc.)

2. When finished, click Exit Preview on the orange banner.

   **NOTE:** Learn more about Student Preview mode here: https://help.blackboard.com/Learn/Instructor/Courses/Student_Preview

**Getting Started with Grading Tests**

Here are some quick tips to get you started grading tests. Please see the Grade Center knowledge base article for full details on grading: kb.princeton.edu/KB0010442

- To access student test submissions, click Grade Center and then Full Grade Center.
  - Grade columns will be displayed for deployed tests.
  - A test that has been submitted, but not graded, is indicated by the Needs Grading icon.
  - Some tests (depending on the question types) may be auto-graded and others may require manual grading.
    - To manually grade, click on Grade Center, Needs Grading, hover over the test’s name to display a drop-down menu, and select Grade by Question.
  - If you click Test Information within a test, you can see how long the student took to complete the test.
- Test feedback may be shared by entering text, uploading annotated documents, and/or by recording a message.

**Best Practices for Tests**

**Instructors**

- **Avoid non-recommended question types:** Fill in the Blank, Fill in the Multiple Blank, Hot Spot, Jumbled Sentence, Opinion/Likert Scale, and Quiz Bowl. **And use these question types with caution:** Calculated Numeric and Calculated Formula.
- **Do not use the Force Completion test feature.**
- If you have set adaptive release rules, review them before deploying.
- Review tests using Student Preview mode before deploying.
- Create a practice test for your students before the big day!

**Students**

- Should set up a distraction-free environment for test taking.
- Check the quality of their Internet connection before starting a test.
- Use a desktop or laptop computer (not a mobile phone or tablet).
- Use a supported browser (Google Chrome, Mozilla Firefox, Microsoft Edge, & Safari). Internet Explorer will not work with Blackboard.
- Avoid copying and pasting text from Microsoft Word into Blackboard, as formatting will not render correctly. Uploading a PDF or Word document is preferred. If you must copy/paste, paste as plain text.

**Learn More About Blackboard Tests**

- See Blackboard Essentials: Tutorials and Resources found in the Course site in Blackboard
- See Blackboard FAQ and How To: bb.princeton.edu/faq
- KB Article: kb.princeton.edu/KB0010446
- Refer to Blackboard’s Online Resources: https://help.blackboard.com/BlackboardApp/Grades
- Email: blackboard@princeton.edu