

CREATE AND DEPLOY
EXAMS/TESTS/SURVEYS

Create the Test/Survey

1. Log in to your Blackboard course and select **Tests, Surveys and Pools** located in the **Course Tools** area under **Control Panel**
2. Select (click) **Tests** then select **Build Test** on the *Tests* page
3. Fill in **Test Information (Name, Description and Instructions)** in each of the respective text boxes, click **Submit**
4. Clicking *Submit* will take you to the **Test Canvas** page
5. Before selecting the type of questions, click the **Question Settings** on the right of **Add** to modify the settings for your test/quiz, e.g., feedback; add images; scoring; or display. Click **Submit** when finished
6. Now select the types of questions by clicking the down arrow to the right of **Create Question; Reuse Question; or Upload Question Add**
7. Type in the **Question Title, Question Text, Options, Answers, Feedback**, etc., and click **Submit**
8. Continue **Steps 7 and 8**; when all questions are entered, click **OK**; the test will be highlighted under **Add Test** option; click **Submit** to finish

Deploy the Test/Survey

Select the content area where the test will be deployed from the **Menu** (this example uses **Exams**)

1. Select (click) **Create Assessment** to view drop-down options (*not Build Content*); select **Test**
2. Click **Add Test** from the menu bar; select the test (created above) from the menu list
3. Click **Submit**, click **OK**
4. Select **Modify the Test** options

- *Make available Yes/No*
- *Add announcement Yes/No*
- *Multiple Attempts*
- *Force Completion*

Turn off Force Completion. “**Force completion**” requires a student must complete the test when it is started. If the student experiences issues such as: Internet connection problem or browser issues the student will not be able to resume the exam unless you choose to reset (or not) the attempt. This forces the student to start over (with the possibility that the student has already seen the exam and even take advantage of exam resets).

CREATE AND DEPLOY EXAMS/TESTS/SURVEYS

- *Set Timer*

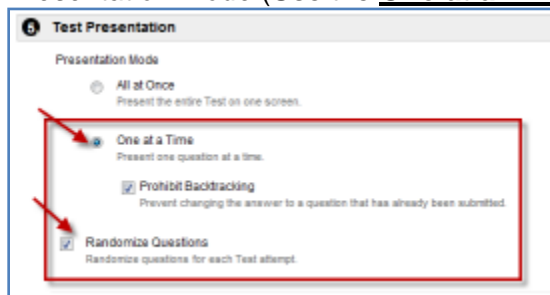
An alternative is to select the “**Set Timer**” option. The **Select Timer** records the completion time for an exam allowing you to see how long a student spent on an exam, regardless of how many times they closed their browser, had connection time outs, or lost connection. Since force completion is off, the student can reenter the exam. The exam timer continues to record time even if the student has exited the attempt.

Doesn't the Timer stop the test? No, if a student takes longer than the specified time limit **they do not get an automatic score** on their exam. They will be allowed to finish the exam; however, the exam will not be automatically graded. The test will be recorded with an *exclamation point* in the Grade Center and must be manually graded.

- *Include in Grade Center*

- *Feedback*

- *Presentation Mode* (Use the **One at a Time** option instead of *All at Once*)



- *Randomize Questions*

5. Click **Submit**; click **OK**

View Test/Survey Results

Results for tests/surveys are displayed as a percentage. To view the results:

1. From the **Control Panel** select **Grade Center**
2. Select (click) the chevron to the right of the test/survey column and select **Attempts Statistics**
3. The results are then displayed for each question answered