

How to Create, Deploy, Review Tests or Quizzes

To add a test, quiz or survey in your course, you first **create it** then **deploy it**.

Create the Test/Quiz

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select the **Test Manager** in the **Assessment** options area
3. Click **Add Test** on the **Test Manager** page
4. Fill in the information for **Name**, **Description**, and **Instructions** for the test in the respective text boxes, click **Submit**
5. Clicking submit will take you to the **Test Canvas** page
 - Before selecting the type of questions, click the **Creation Settings** icon to the right of **Add** to modify the settings for your test/quiz, e.g., feedback; add images; scoring; or display (see **Figure 1**). Click **Submit** when finished, review the changes, click **OK**
6. Now select the types of questions by clicking the down arrow to the right of **Add**; click the **GO** button (this example uses *Multiple Choice*.)

Figure 1 - Test Creation Settings

- **Add/Modify Question:** enter the **Question** text for your first question; review the **Point Value** for the question and change if desired
 - **Options** area:
 - Answer numbering: can choose different numbering option
 - Answer orientation: how you want the answers to be displayed
 - Allow partial credit
 - Show answers in random order
 - **Answers:** select the **Number of Answers** from the drop down menu
 - Choose number of answers for the above question. If less than 4, you can use the **Remove** button to the right of the question
 - Type in answer choice(s)
 - Select the correct answer by placing checkmark in “**Correct**” box
 - **Feedback:** Enter feedback for a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.
7. When complete, click **Submit** and **OK**

Deploy the Test/Quiz

1. Select the content Area where the test will be deployed from the **Control Panel** (this example uses **Assignments**)
2. Click **Add Test** from the menu bar
3. Select the test from the menu list
4. Click **Submit**, click **OK**
5. Select **Modify the Test** options
 - *Make available Yes/No*
 - *Add announcement Yes/No*
 - *Multiple Attempts*
 - *Force Completion*
 - *Set Timer*
 - *Include in Grade Center*
 - *Feedback*
 - *Presentation Mode* (suggest **One at a Time** instead of all at once)
 - *Randomize Questions*
6. Click **Submit**, click **OK**

Viewing Results

1. Select the **Grade Center** from the **Control Panel**.
2. When the Grade Center loads, click the **Action Link** (double-down arrow) next to the test column name, select **Attempt Statistics**.
3. On the **Assessment Statistics** page you will find percentages for each answer submitted.