

# Blackboard at CSD: Adding a Test

## Log on to Course on the 509J Blackboard site

Go directly to the website at “http://webschool.csd509j.net”.

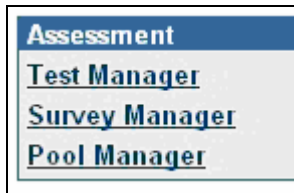
Click on Login button on left. Type in Username (6 last, 1 first) & Password (email & website). Click on Login.

Don't forget to click on the Logout when you are finished.

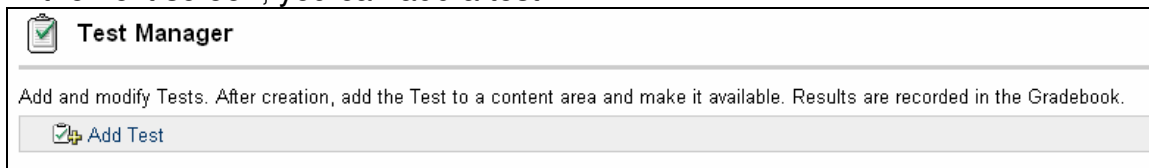
Once you are logged in, click on the course that you are building.  
Click on the Control Panel link.


## Creating a Test

In the Control Panel under Assessment, click on Test Manager



In the next screen, you can add a test.



To add test, click on . In the next screen, there are 2 sections—Test Information and Submit.

1. Test Information is where the name of the test must be included A description of the test and test instructions can be typed. Text options are smart text or plain text.

**1 Test Information**

**Name**

**Description**

Smart Text  Plain Text  HTML  $\sqrt{x}$   $\leftrightarrow$   $\updownarrow$  Preview

**Instructions**

Smart Text  Plain Text  HTML  $\sqrt{x}$   $\leftrightarrow$   $\updownarrow$  Preview

- Click on the Submit button in Section 2 to continue.

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

**Required Field**

- On the Test Canvas page, use the drop-down menu to choose a question type. Click on Go to add the question.

**Test Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.


**Add**

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Select
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block
- From a Question Pool or Assessment

Go through the steps to create the question. After you are done, click Submit.

- Continue adding more questions. After choosing a type of question, click on Go. Go through the steps and click on Submit.

- Click on Creation Setting to make decisions about the test. In sections 1 through 3, make decisions about adding feedback, images, files, or links as well as question complexity.

 **Test Creation Settings**

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Display the following options during the creation of this Test

**1 Feedback**

Provide feedback for individual answers.

**2 Images, Files, and External Links**

Add images, files, and external links to questions.

Add images, files, and external links to answers.

**3 Question Metadata**

Add categories, topics, levels of difficulty, and keywords to questions.

- In sections 4 through 6, choose scoring values, answer display, and submit the settings.

**4 Scoring**

Specify default point value for questions.  
Default point value

Specify partial credit options for answers.

**5 Display**

Specify random ordering of answers.


Specify the horizontal or vertical display of answers.

Specify numbering options for answers.

**6 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

- After making decisions, click on Submit. There will be a short list showing the choices. Click OK to get back to the Test Canvas.

 **Test Creation Settings**

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Provide feedback for individual answers.	No
Add images, files, and external links to questions.	No
Add images, files, and external links to answers.	No
Add categories, topics, levels of difficulty, and keywords to questions.	Yes
Specify default point values for questions.	Yes
Default point value	10
Specify partial credit options for answers.	Yes
Specify random ordering of answers.	Yes
Specify the horizontal or vertical display of answers.	Yes
Specify numbering options for answers.	Yes

- In the Test Canvas area, make any changes to questions or question order. Click OK to get from the Test Canvas back to the Test Manager. Click OK to leave Test Manager and go to the Control Panel area.

# Adding a Test

In the Control Panel under Content Area, click on Assignments.

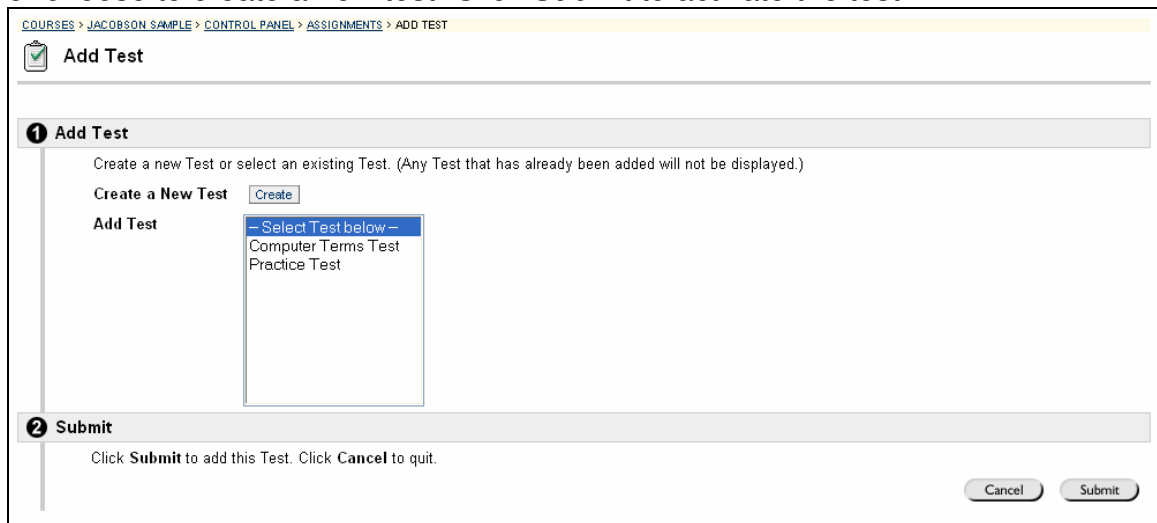


In the next screen, you can click on the  Add Test button.

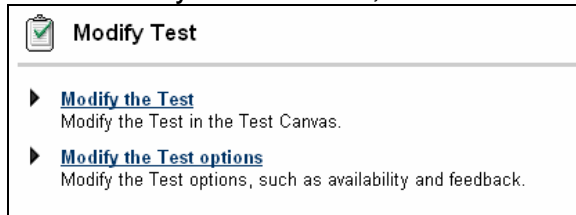


In the next screen, there are 2 sections—Add Test and Submit.

1. Add Test is where the existing tests are listed. You can select one of these tests or choose to create a new test. Click Submit to activate the test.



2. If the test was successfully added, click OK.
3. In the Modify Test section, click on Modify the Test options.



4. Make decisions about test options. In section 2, Test Availability, where it says "Make the link available," click Yes to make the test visible. Make other decisions about the test.
5. Click Submit.
6. If the test options were modified successfully, click OK. Click OK two more times to get back to the Control Panel.

Students would look under Assignments to find the test.