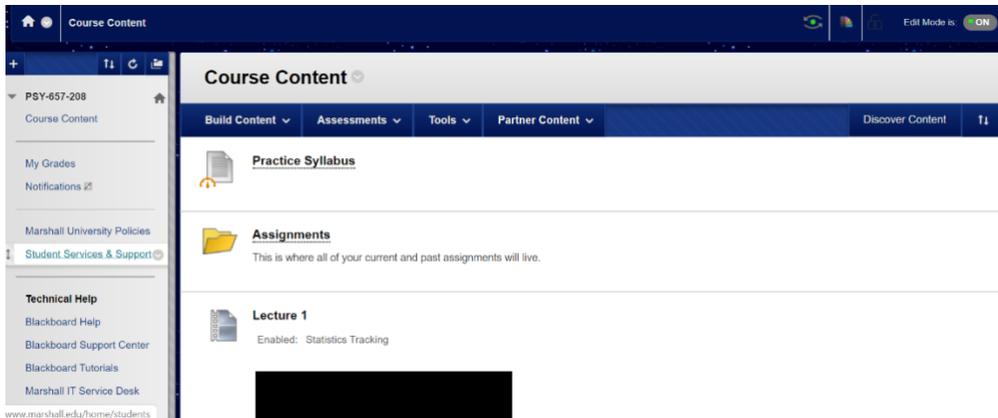


How to Create an Exam in Blackboard

1. There are several ways to create an exam/test. This tutorial will cover three possibilities. From your course content page (or other landing page) access the course tools selection from the left-hand side course menu. Select “Tests, Surveys, and Pools.”



SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
Wikis

2. Here you will need to decide if you want to build a single test, a survey, or an item pool that has items that can be reused across multiple exams/tests/quizzes. This is the option being selected in this tutorial.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. There are three options under “Pools.” You can choose to build a pool from scratch by entering your own options, you can import your pool, or if you have publisher content or a test building platform that allows it, you can directly import a QTI package.

Pools

Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)

[Build Pool](#) [Import Pool](#) [Import QTI 2.1 Package](#)

Click **Build Pool** to start.

- If you select “Build Pool” you will be directed to a “Pool Information” landing page. You can be as descriptive as you like in both the “Description” and “Instructions” tab. The clearer that you are, the more information that your students will have available to them to prepare for the exam.

Pool Information

Type a **Name** for the pool. This is a required field. Use a descriptive name to identify the pool. [More Help](#)

* Indicates a required field.

POOL INFORMATION

* Name

Exam 1

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Detailed Description of Test (This exam will consist of 50 multiple choice/short answer items. You will have 60 minutes to complete this exam. Once you start the exam, it must be completed in one sitting, and you will be timed. No exams submitted late will be accepted. This exam covers all of Module I--Chapters 1, 2, and 3. It will consist of material covered by the instructor and via the course readings.)

- Select “Submit” when you have as much detail as you would like.



Path: p Words:75

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



More specific test instructions here (You will have a total of 60 minutes once you start your exam. You will receive one question at a time. You will only have one attempt.)

Path: p Words:32

Click **Submit** to proceed.

Cancel

Submit

6. Select "Create Question" and choose your question type to begin adding to your pool.

Pool Canvas: Exam 1

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question | Find Questions | Upload Questions | Question Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl

This test has no questions!
Create questions or add questions from other resources.

7. Creating a multiple choice question allows you to specify the content of the question, how many possible choices there will be, and how you want those options to be formatted.

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title
Question 1

* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

What part of the brain is often associated with memory formation and consolidation?

Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.

Cancel | Submit and Create Another | **Submit**

8. You can also choose to show options in random order. This will prevent students from having identical exams even if you do not choose to randomize the specific questions or pull from a random pool. You can also allow for partial credit. Choose “Submit” once your question is complete, but be sure that you have selected the “Correct” answer for the question.

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Uppercase Letters (A, B, C) ▼

Answer Orientation

Vertical ▼

Allow Partial Credit

Show Answers in Random Order

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

4 ▼

Remove



Answer 2.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, and other formatting tools. The text area contains "Limbic System".

FEEDBACK

Enter feedback that will display in response to 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.

Correct Response Feedback

Rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, and other formatting tools. The text area is empty.

Incorrect Response Feedback

Rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, and other formatting tools. The text area is empty.

Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.

Cancel

Submit and Create Another

Submit

9. Repeat for all your questions. OR

Create Question ▾ **Find Questions** **Upload Questions** **Question Settings**

Description Detailed Description of Test (This exam will consist of 50 multiple choice/short answer items. You will have 60 minutes to complete this exam. Once you start the exam, it must be completed in one sitting, and you will be timed. No exams submitted late will be accepted. This exam covers all of Module I--Chapters 1, 2, and 3. It will consist of material covered by the instructor and via the course readings.)

Instructions More specific test instructions here (You will have a total of 60 minutes once you start your exam. You will receive one question at a time. You will only have one attempt.)

Total Questions 1

Total Points 0

Search current results:

Browse Criteria

► **Question types**

Criteria Summary

Question types **All Pool Questions**

Displaying 1 to 1 of 1 items

Points ▾

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	 Question 1: What part of the brain is often associated with memory formation and consolid... <input type="button" value="v"/>	Multiple Choice	-

Points ▾

Displaying 1 to 1 of 1 items

10. If instead of entering your questions individually you would like to import a QTI package, choose that options instead of build pool. It is also important to note, that you can use multiple pools on the same test.

Pools

Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)

Build Pool **Import Pool** **Import QTI 2.1 Package**

Import QTI 2.1 Package

Import a pool to add pools used in other courses to the current set. You can import pool packages created by Blackboard Learn or those using the Question and Test Interoperability (QTI) 2.1 specification. If you want to import a pool created in older versions of Blackboard Learn or at another institution, make sure it's in the proper format. [More Help](#)

IMPORT QTI 2.1 PACKAGE

Click **Browse** to locate a QTI 2.1 package to import.

Attach File

Click **Submit** to proceed.

Import QTI 2.1 Package

Import a pool to add pools used in other courses to the current set. You can import pool packages created by Blackboard Learn or those using the Question and Test Interoperability (QTI) 2.1 specification. If you want to import a pool created in older versions of Blackboard Learn or at another institution, make sure it's in the proper format. [More Help](#)

IMPORT QTI 2.1 PACKAGE

Click **Browse** to locate a QTI 2.1 package to import.

Attach File

Selected File

File Name

d2l_Psychology of Success.zip

Click **Submit** to proceed.

11. Check to be sure that your pool imported correctly.

Pool Import Complete

The package has been processed. The log file is below.
Mar 23, 2020 12:19:25 PM - [WARNING] Status: The operation import has completed.

Monday, March 23, 2020 12:19:25 PM EDT

Pool Canvas: Psychology of Success

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

[Create Question](#) [Find Questions](#) [Upload Questions](#) [Question Settings](#)

Description
Instructions
Total Questions 76
Total Points 760

Search current results:

Browse Criteria

Question types

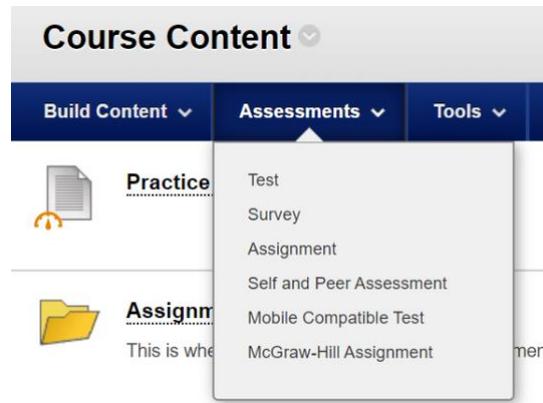
Criteria Summary

Question types: [All Pool Questions](#)

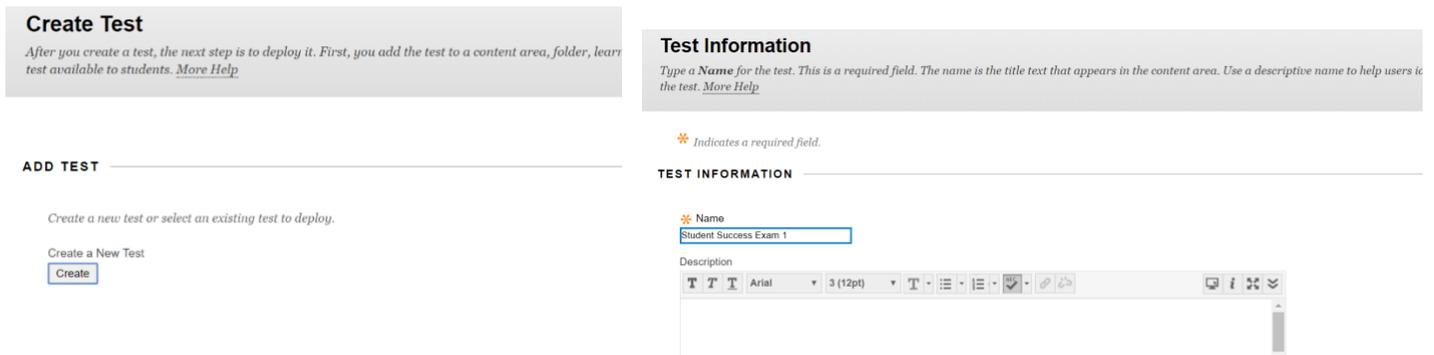
Displaying 1 to 25 of 76 items

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	Which of the following is one of the ingredients of success?	Multiple Choice	10
<input type="checkbox"/>	Yesterday, your college roommate, Sandra, showed you her personal goal jou...	Multiple Choice	10

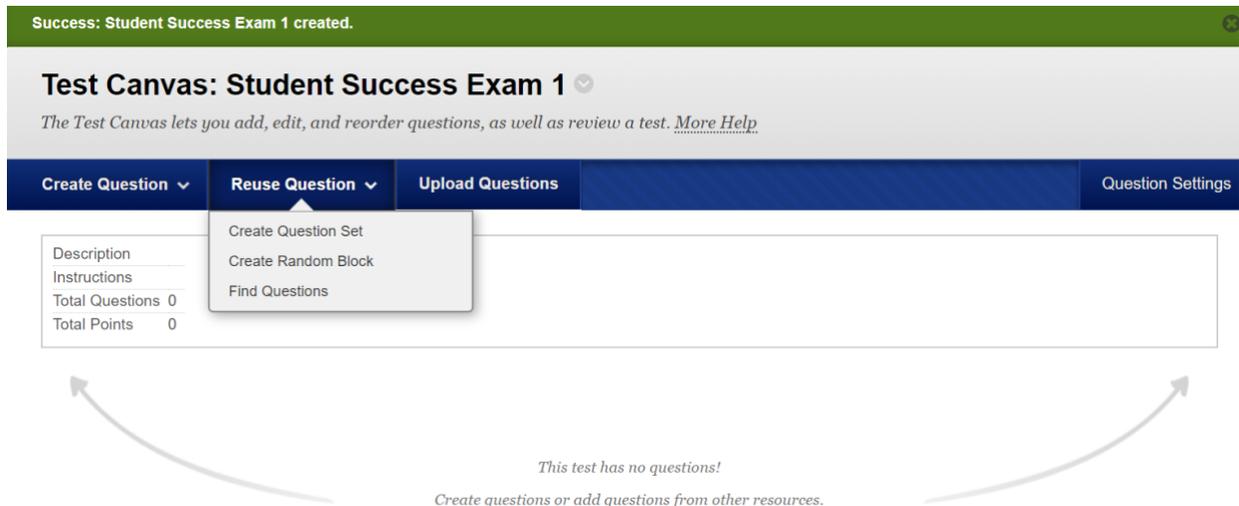
12. To create the individual exam, select “Assessments” under Course Content, and then choose “Test.”



13. The “Create Test” screen will open. Choose “Create” new test and enter the same kind of detailed information that you entered in Steps 4 and 5 above.



14. Select “Create Random Block.”



15. Select the pool or test information that you desire to use on the test. Please note here that this is the same whether you choose to enter questions one-by-one or if you imported them. Both sets of questions can be used on the test. Select “Submit” after you have made your selections.

Create Random Block
A random block is a group of questions retrieved from a question pool. Questions are randomly retrieved from the selected question pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria
 View ▾ Reset to Default

Pool
 Psychology of Success
 Exam 1

Question types
 All Pool Questions
 Calculated Formula
 Calculated Numeric
 Either/Or
 Essay
 File Response
 Fill in Multiple Blanks
 Fill in the Blank
 Hot Spot
 Jumbled Sentence
 Matching

Selected Criteria
 Pool Psychology of Success + Question types All Pool Questions

Preview questions that match selected criteria
 Displaying 1 to 25 of 76 items
 Page 1 of 4 > >>

Question Text	Question Type	Source Name
<input type="checkbox"/> A person's physical and psychological reaction to the demands of life is k...	Multiple Choice	Psychology of Success
<input type="checkbox"/> A(n) _____ represents an outcome that you want to achieve and toward w...	Multiple Choice	Psychology of Success
<input type="checkbox"/> According to the text, the ability to do something specific as a result of...	Multiple Choice	Psychology of Success
<input type="checkbox"/> Another word for thought is _____, which refers to the functions of ...	Multiple Choice	Psychology of Success
<input type="checkbox"/> Behaviors that help you deal with stress and other unpleasant situations a...	Multiple Choice	Psychology of Success
<input type="checkbox"/> Blake's family does not support his dream of becoming a concert pianist an...	Multiple Choice	Psychology of Success
<input type="checkbox"/> Chris and Jeff are newlyweds and have just set a goal to save and generate...	Multiple Choice	Psychology of Success

Cancel Submit

16. Determine how many questions you want to be taken from the pool and how many points you want them to be worth each. In the example below, a random 50 (out of 76) questions will be selected for each student, and each question will be worth one point. You can customize this to meet your needs. Be sure to select “Submit” once you have customized each option. If you have not built a pool, you can also start from this step and either create questions or upload questions. You can also add them to your specified pool(s).

Test Canvas: Student Success Exam 1 ▾

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑

Description
 Instructions
 Total Questions 1
 Total Points 1

Select: All None | Select by Type: - Question Type - ▾

Delete Points Update Hide Question Details

1. Random Block ▾ Points per question: 1
 Total Points: 1

Total Questions: 76
 Number of Questions to display: 50 Cancel Submit
 Source Pool: Psychology of Success
 Question Types: All Pool Questions
 ▶ Preview questions that match selected criteria

17. Once you have built your pool, choose “Ok” to continue.

Instructions
Total Questions: 50
Total Points: 50

Select: All None | Select by Type: - Question Type - ▾

Delete Points Update Hide Question Details

1 - 50. Random Block Points per question: 1
Total Points: 50

Total Questions: 76
Number of Questions to display: 50
Source Pool: Psychology of Success
Question Types: All Pool Questions

▶ Preview questions that match selected criteria

Select: All None | Select by Type: - Question Type - ▾

Delete Points Update Hide Question Details

← OK

18. Select the name of the test that you just created and select “Submit.” This will allow you to edit the exam options.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test
Create

Add an Existing Test
-- Select Test Below --
Example
Student Success Exam 1

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel Submit

19. Choose your exam/test/quiz options. Do not choose “Submit” until you have fully customized your options.

Test Options
Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name
Student Success Exam 1

Choose Color of Name
Black

Content Link Description

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

20. Test options include when to make the test available, whether or not to offer multiple attempts, and what grade to keep if there are multiple attempts.

Open test in new window
 Yes No

TEST AVAILABILITY

Make available to students
 Yes No

Add a new announcement for this test
 Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using
Last Graded Attempt

Force Completion
Once started, this test must be completed in one sitting.

TEST AVAILABILITY

Make available to students
 Yes No

Add a new announcement for this test

Last Graded Attempt
Highest Grade
Lowest Grade
First Graded Attempt
Average of Graded Attempts
Last Graded Attempt

Force Completion
Once started, this test must be completed in one sitting.

21. You can also determine how long students can spend on the exam/test/quiz.

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit
 OFF ON

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this test.

22. You can also make modifications for accessibility and specify the due date/time.

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.

Students will be unable to start the Test if this option is selected.

23. You also have the option to set the desired feedback that your students will receive.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

TEST PRESENTATION

All at Once
Present the entire test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each test attempt.

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel **Submit**

24. Your exam/test/quiz is now created and will be listed under course content.



Student Success Exam 1

Begin: Student Success Exam 1

INSTRUCTIONS

Timed Test

This test has a time limit of 1 hour.

Timer Setting

You will be notified when time expires, and you may continue or submit.

Force Completion

This test can be saved and resumed later. The timer will continue to run if you leave the test.

Due Date

This Test is due on March 31, 2020 12:30:00 PM EDT. Test cannot be started past this date.

Click **Begin** to start: Student Success Exam 1. Click **Cancel** to go back.

You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

Cancel

Begin