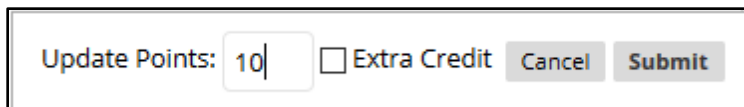


Creating an Online Test

Creating a Test

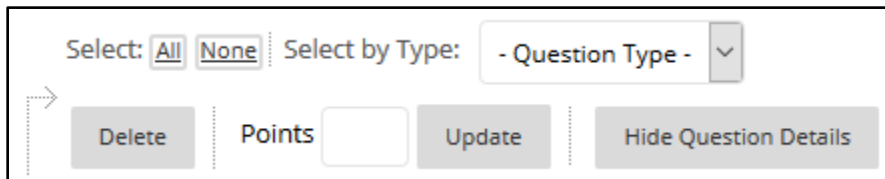
1. Navigate to <https://blackboard.towson.edu> and log in
2. Enter the course you wish to create the test in
3. Enter the **Content Area** where you are creating the test
4. Under **Assessments**, select **Test**
5. Select **Create**
6. Give your test a **Name**
7. Optionally, add a **Description** and **Instructions** for your students
8. Click **Submit**
9. You'll be taken to the **Test Canvas** page. Here you can create questions for the test. For more information on question types, please see the **Question Type** document
Please Note: A test must have at least one question in order to deploy it for the students to take the test.
10. To change the number of points a specific question is worth, select the **Points** box to the right of the question. Enter the Points and click **Submit** (to make a question **Extra Credit**, see the **Extra Credit Question** [document](#))



Update Points: Extra Credit

Figure 1

11. To change the number of points all the questions are worth, click **All** next to Select at the top. Next, type the number of **Points** in the box, then click **Update**



Select: **All** None Select by Type: - Question Type -
Delete Points Update Hide Question Details

Figure 2

12. Once you've finished entering all questions, click **OK** at the bottom of the page. You'll be sent back to the **Create Test** page.

Deploying a Test

Once you've created a test, you need to deploy it in order for your students to be able to see and take the test on Blackboard.

1. On the **Create Test** page, locate the test in the **Add an Existing Test** box and select it
2. Click **Submit**
3. You will be taken to the **Test Options** page.
4. Set up the document using the options below, then click **Submit** for the test to be deployed

Test Availability

Make the link available: This makes the test available to students. It is always set to **No** by default. It will need to be set to **Yes** in order for the students to see the test.

Add a new announcement for the test: This will make a new announcement when the test is made available to students

Multiple Attempts: If students should only have one attempt to complete the test, leave this box unchecked. If the students are allowed multiple attempts, check this box. You will be able to choose between unlimited attempts, or a maximum number of attempts.

Score attempts using: If you allow students to take the test multiple times, Blackboard will automatically score any questions using the option selected and use that for the Grade Center. If there are questions you need to grade manually, you will be shown the attempt that matches this selection.

Force Completion: If this option is selected, students are unable to leave the test and return to it later.

Set Timer: This allows you to set a timer for the test. The number entered should be in minutes (i.e. 2 hours would be entered as 120 minutes).

Auto-Submit: If a timer is being used, the test can automatically be submitted once the time limit has expired by turning Auto-Submit **On**. If the Auto-Submit feature is **Off**, students are prompted to either submit or continue the test.

Display After/Display Until: This allows you to create date restrictions for the test.

Password: If this option is selected, students will be unable to enter the exam without the password you've set up.

Test Availability Exceptions: An exception can be created for specific students if they are in need of more time or are allowed multiple attempts. For more information on setting up exceptions, please see page 2 of the [Timed Tests document](#).

Due Date

Due Date: You can set a due date for the test. If a student starts the test after the due date has passed, it will be marked late.

Do not allow students to start the Test if the due date has passed: If students are not allowed to start the test after the due date, select this option. A due date will need to be set before this option is available.

Self-Assessment Options

Include this Test in Grade Center score calculations: If you would like the Grade Center to include this test in the Total and number of points possible, this option should be selected. If you do not want it to be included in those calculations, uncheck this box. This option is on by default. If the option is unchecked, a column in the Grade Center will still be created.

Hide results for this test completely from the instructor and the Grade Center: If you do not want to see the results for this exam, you can hide the test from the Grade Center.

Please Note: *if this option is selected, once students have started taking this exam, there is no way to undo this option. If you edit the settings and make the test and grade visible to you and the Grade Center, any test submissions created before this option was changed will be lost.*

Show Test Results and Feedback to Students: This allows you to choose how the students see their grade and the information once the test has been submitted. You can choose up to two different options. By default, once a student submits the test, they will be able to see the question and the points possible.

Test Presentation

All at Once: If you would like the students to see all questions on one page, select this option. By default, this is the option selected.

One at a Time: If you would like the students to only see one question at a time, select this option. If this option is selected students will need to click either **Next** or **Back** to see the next or previous questions.

Prohibit Backtracking: This option can only be selected if the test is presented **One at a Time**. This option restricts students from returning to a question they've skipped or already answered. They will receive a notice if they try to move past a question they have not answered. If the student uses the back button on their browser, they will be kicked out of the test.

Randomize Questions: This option randomizes the order of the questions in the test. This option can be selected for either presentation option (all at once or one at a time).