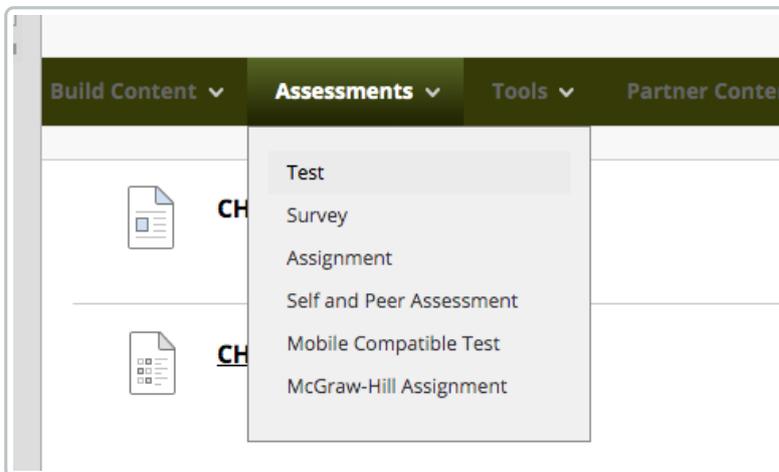# How to Build a Test in Blackboard

Create the Test

To create a test in Blackboard, you can use the assessment tool from the content area. First, navigate to the student-facing content area where you want to place the test. Ensure editing is enabled. Add an assessment, create a new test with a unique name, add questions from current tests or pools, and finally modify the test options.

1. Navigate to the student-facing content area where the test will appear.
   In the upper right corner of the screen ensure the edit mode is on.
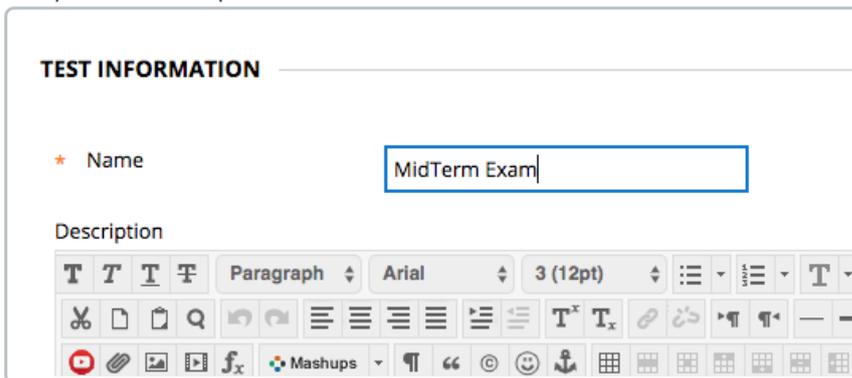

   In the top horizontal menu bar select **Assessment**.
   Select **Test**.

2. Under **Create a New Test**, click the button **Create**.
   Give your test a unique name.

   Add a **Description** and **Information** if you like.
   Click **Submit** in the lower right corner of the screen.
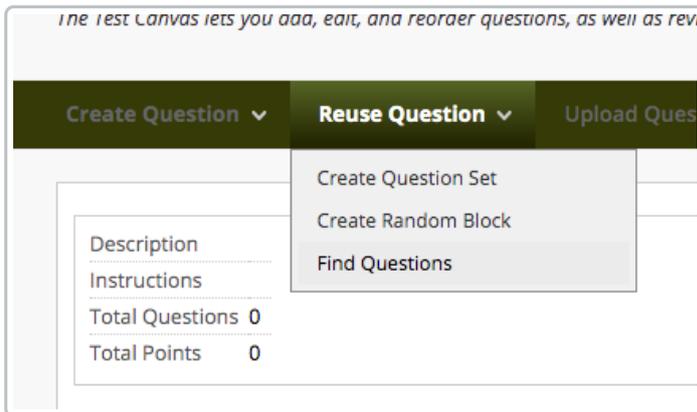
3. **Test Canvas**
   Add questions to your test.
   You may create your own new questions or reuse existing questions from other tests or pools. (*Scroll to the bottom of this page for instructions on adding Random Blocks.*)
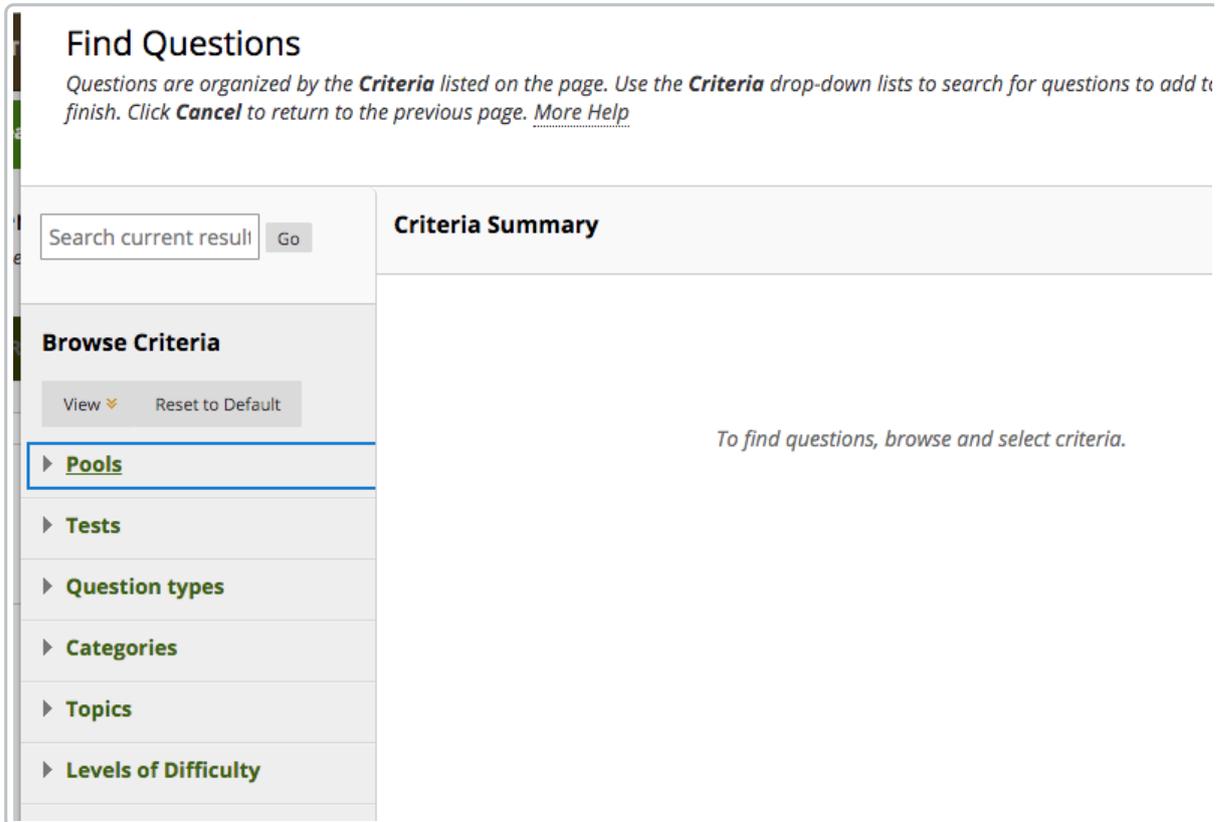   We will use existing questions from test bank pools for this example.
   From the horizontal menu bar, select **Reuse Question**

Select **Find Questions**.

The Find Questions pop-up window will appear.

From the left side of the navigation, you can expand the criteria selection options.

For this example we will expand the **Pools**.

Click the box beside the chapters and specific questions to add to the test. For this example, we have selected CH 02 and CH 04 and two questions by clicking on the checkbox beside these items.

Once you have selected all the questions you wish to use on your test, click **Submit** in the lower right corner of the screen.

The Add Test screen will appear.

Highlight the test you just created and click **Submit**.

4. **Test Options**

There are many options for your test. We suggest you address:

  Test Availability - Make the test available to students

  Multiple Attempts - The default is one attempt allowed. If you wish to change this setting, you may do so here.

  Self-Assessment Options - Include this Test in Grade Center score calculations.

Click **Submit** in the lower right corner of the screen.

The test will now appear in your content area for student access.

<u>Additional Information</u>

Create a test using Random Blocks

You can configure random blocks to pull a specified number of questions from certain pools.

From Step 3 above Test Canvas

From the Horizontal menu bar, select **Reuse Question**

Select **Create Random Block**.

The Create Random Block pop up screen will appear.

On the left side of the screen, select the Pool to use.

Scroll down and select the type of questions to include in your Random Block.

Click on **Submit** in the lower right corner.

You will be returned to the **Test Canvas Screen**.

*** **UPDATE** the *Number of Questions to display* value for the Random Block you just created.

☐ 1. 🖨 **Random Block** ⌄

Success: Random block saved. Edit number of questions to displa

Total Questions:	44
Number of Questions to display:	[1] Cancel Submit
Source Pool:	CH 04 PROTEIN STRUCTURE AND FUNCT
Question Types:	Multiple Choice

▶ **Preview questions that match selected criteria**

Select: All None   Select by Type: - Question Type - ⬍

Delete   Points [   ]   Update   Hide Question Details