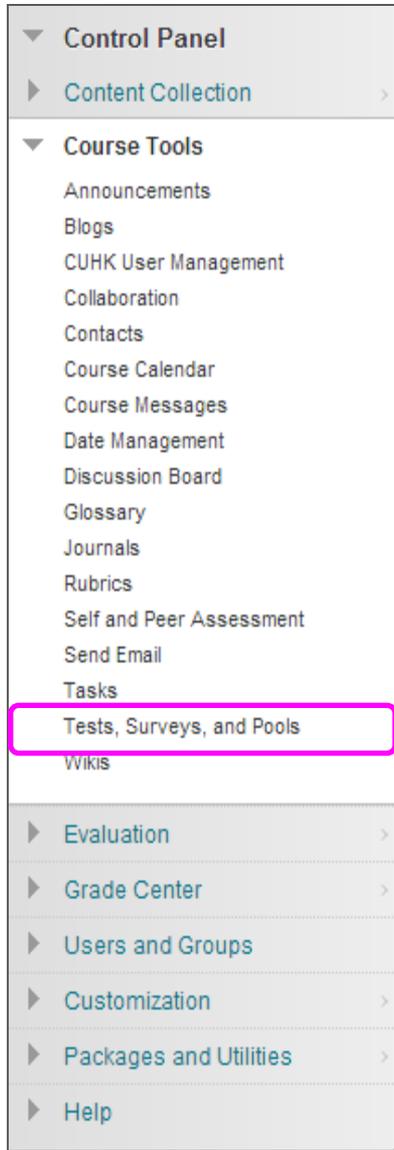


# Creating Tests or Surveys

## Building a Test



- 1) On the **Control Panel**, expand the **Course Tools** section. Select **Tests, Surveys, and Pools**.
- 2) On the **Tests, Surveys, and Pools** page, select **Tests**.
- 3) On the **Tests** page, click **Build Test** on the action bar.

# Creating Tests or Surveys

## Building a Test

\* Indicates a required field.

Cancel Submit

### TEST INFORMATION

\* Name  4

Description

Topic 1 & 2

Path: p Words:3

Instructions

Please finish it by next Tue.

Path: p Words:5

- 4) On the **Test Information** page, type a name, and optional description and instructions.
- 5) Click **Submit**.

# Creating Tests or Surveys

## Changing Question Settings

**Test Canvas: Revision Test** ▼

Create Question ▼ Reuse Question ▼ Upload Questions ▼ **Question Settings**

Cancel Submit

**FEEDBACK**

Provide feedback for individual answers.

**IMAGES, FILES, AND WEB LINKS**

Add images, files, and web links to individual feedback.  
 Add images, files, and web links to answers.

**QUESTION METADATA**

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

**SCORING**

Specify default points when creating questions. Default point value   
 Use the currently assigned points when finding and adding questions.  
 Use default points when finding and adding questions.

Specify partial credit options for answers.  
 Specify negative points options for answers.  
 Provide option to assign questions as extra credit.

**DISPLAY**

Specify random ordering of answers.  
 Specify the horizontal or vertical display of answers.  
 Specify numbering options for answers.

1. On the Test Canvas, click **Question Settings** on the action bar.

**Notes:**

For details of Questions Settings, please see: [https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/110\\_Tests\\_Surveys\\_Pools/080\\_Question\\_Settings](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/080_Question_Settings)

# Creating Tests or Surveys

## Adding MC Questions

- 1) Point to **Create Question** to access the drop-down list. Select **Multiple Choice**.
- 2) On the **Create/Edit Multiple Choice Question** page, type the question.

Create Question ▾

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer **1**
- Multiple Choice**
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

**QUESTION**

Question Title

\* Question Text **2**

**T** **T** **T** Arial ▼ 3 (12pt) ▼ **T** ▼ ☰ ▼ ☷ ▼ ABC ▼ 🔗 🔄

Which of the following is the capital city of S. Korea?

Path: p Words: 10

### Notes:

Inside Test Canvas, you may rollover a question, click the plus sign **+** before or after it, and choose a question type to add a question.

# Creating Tests or Surveys

## Adding MC Questions

### ANSWERS

Number of Answers

4 ▼

Correct

 Answer 1.

Remove

**B** **B** **B** Arial ▼ 3 (12pt) ▼ **T** ▼ ☰ ▼ ☷ ▼ ABC ▼ 🔗 🔗 🖨️ ⓘ 🔍 ⌵

Seoul

Path: p

Words:0

### FEEDBACK

Correct Response Feedback

**B** **B** **B** Arial ▼ 3 (12pt) ▼ **T** ▼ ☰ ▼ ☷ ▼ ABC ▼ 🔗 🔗 🖨️ ⓘ 🔍 ⌵

correct

Path: p

Words:0

Cancel

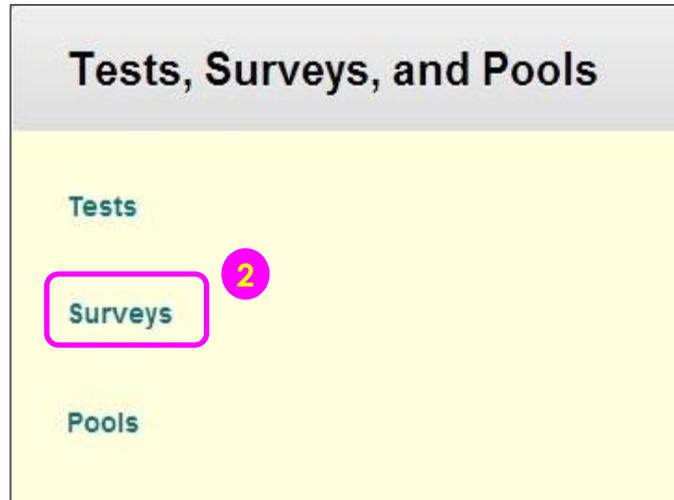
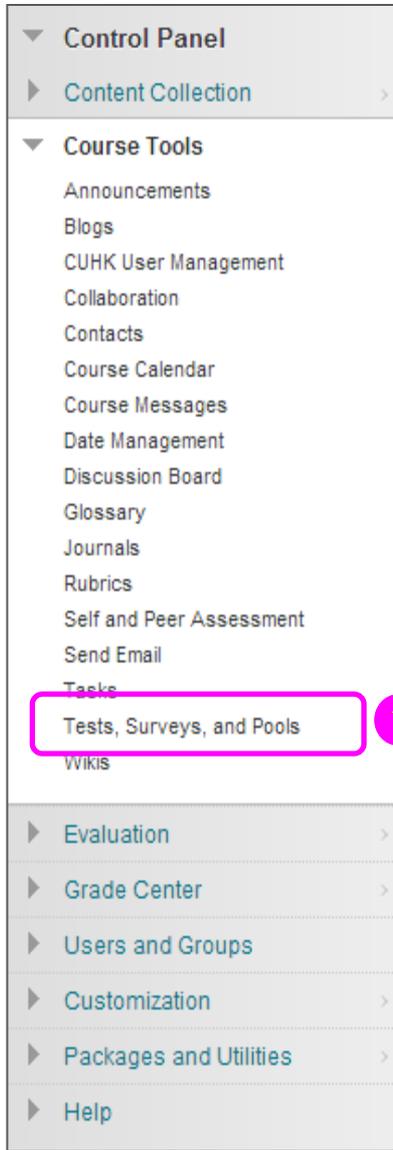
Submit and Create Another

Submit

- 3) The default number of choices is 4. If you want to increase this, select the **Number of Answers** from the drop-down list. To reduce the number of answers, click **Remove** next to the answer boxes to delete them. Type an **Answer** in each box. Select the **Correct** answer by clicking the appropriate option. Only one correct answer is selected.
- 4) Optionally, type feedback for correct and incorrect answers.
- 5) Click **Submit**.

# Creating Tests or Surveys

## Building a Survey



- 1) On the **Control Panel**, expand the **Course Tools** section. Select **Tests, Surveys, and Pools**.
- 2) On the **Tests, Surveys, and Pools** page, select **Surveys**.
- 3) On the **Surveys** page, click **Build Survey** on the action bar.

### **Notes:**

Survey results are anonymous, but you can see whether a student has completed a survey and view aggregate results for each survey question.



# Creating Tests or Surveys

## Adding Opinion Scale / Likert Question

- 1) Point to **Create Question** to access the drop-down list. Select **Opinion Scale/Likert**.
- 2) On the **Create/Edit Opinion Scale/Likert Question** page, type a question or statement.

Create Question ▾

- 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
- Short Answer
- True/False

**QUESTION**

Question Title

\* Question Text

**T** **T** **T** Arial 3 (12pt) **T** **☰** **☰** **REC** **🔗** **🔄** **📺** **i** **📄** **⌵**

"Noise pollution in HK is considered as a serious problem" Do you agree? **2**

Path: p Words:13

### Notes:

Inside Test Canvas, you may rollover a question, click the plus sign **+** before or after it, and choose a question type to add a question.

# Creating Tests or Surveys

## Adding Opinion Scale / Likert Question

### ANSWERS

Number of Answers

6

Answer 1.

Remove

**B** **I** **U** Arial 3 (12pt) **T** **☰** **☰** **ABC** **🔗** **🔗** **📺** **i** **🔄** **⌵**

Strongly Agree

Path: p

Words:2

Cancel

Submit and Create Another

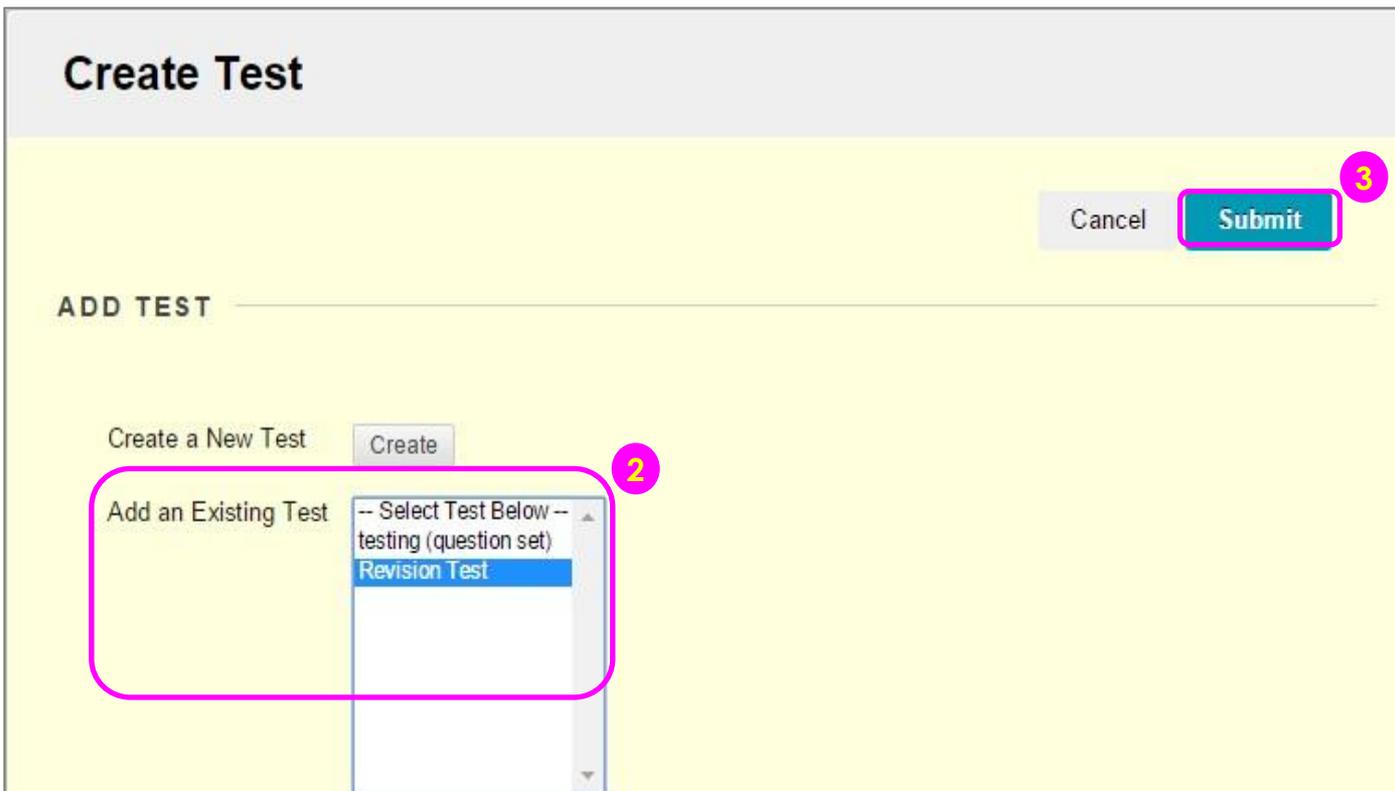
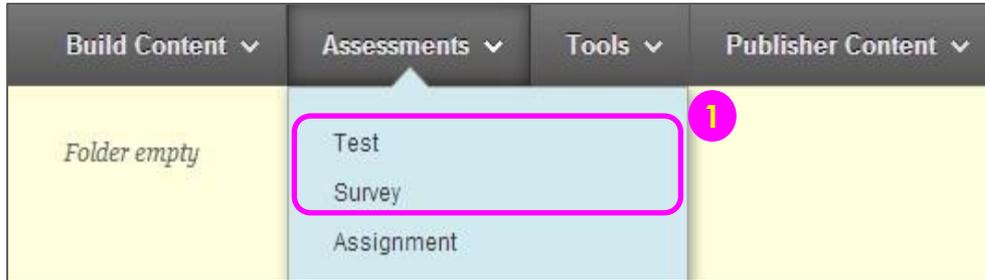
Submit

- 3) Select the **Number of Answers** from the drop-down list or leave the default of six. Click **Remove** to delete an answer box.
- 4) Click **Submit**.

# Deploying Tests or Surveys

## Adding a Test or Survey to a Content Area

- 1) Navigate to the course area where you want to add a test or survey. On the action bar, point to **Assessments** to access the drop-down list. Select **Test** or **Survey**.
- 2) Select a test or survey from the **Add Test** or **Add Survey** list.
- 3) Click **Submit**. The **Test Options / Survey Options** page appears.



# Deploying Tests or Surveys

## Adding a Test or Survey to a Content Area

- 1) **Make the Link Available & Display After/Until:** You can set this to available, and then use the Display After and Display Until fields to limit the amount of time the link appears.
- 2) **Multiple Attempts:** You can allow students to take a test or survey multiple times. With multiple attempts for a test, you can also select which attempt's score to use in the Grade Center from the Score attempts using drop-down list.
- 3) **Feedback Options:** You can set which results and feedback are available to students after they complete a test or survey.

**Notes:**  
 For details of Test and Survey Options, please see:  
[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/10\\_Tests\\_Surveys\\_Pools/020\\_Test\\_and\\_Survey\\_Options#edit\\_test\\_availability](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/10_Tests_Surveys_Pools/020_Test_and_Survey_Options#edit_test_availability)

**TEST AVAILABILITY**

1 Make the link available  Yes  No

Add a new announcement for this test  Yes  No

Multiple Attempts 2

Allow Unlimited Attempts

Number of Attempts

Score attempts using

Force Completion

Set Timer

Minutes

Auto-Submit  OFF  ON

1  Display After

Display Until

Password

3

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input 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"/>