How to create tests in Blackboard

John P. Walsh
Associate Professor and Assistant Dean
Leonard Davis School of Gerontology
University of Southern California
1. Scroll cursor over “Assessments”
2. Click on “test”

Click on “create” to create a new test
Click on “create” to create a new test.
Read the instructions typed in each box.
1. Scroll cursor over “Create Questions”

2. Select the type of question you will be making

3. Click here to change the “default” settings for the question, for example the point assigned to the question. Blackboard default is 10 points.
1. This is where you change the point default. You always have the chance to change the points on a per questions basis when you make your questions.

Also read all the options to see if they are of interest to you.

2. Click on submit
You also have the option to “create a question set” from questions pools you create in advance (see the YouTube video on creating exams)
1. Enter the question

2. Put in multiple choice answers, And select the correct answer

3. Click on submit
Click submit to finish making the exam.
Click these two boxes for students to see the “test description” and “test instructions”
Click on the arrow to edit the test – this is how you continue to add questions or change questions.
Click on the arrow to edit the test options – this is how you make the test available and set with a calendar if you wish.
Click on the circle to toggle the test availability
Click on the make available if there are no contingencies
John Walsh April 19 2020 how to make exams and TurnitIn & weighting ice video 20200419 132711

https://www.youtube.com/watch?v=OMxoexWeUxw&list=PLWN8mkJvNZSaKjVid4JsISa9aOswPprsu&index=1

Bb tutorial 2 questions pools and paper grading ice video 20200523 152106

https://www.youtube.com/watch?v=WZuPwoXezZ8&list=PLWN8mkJvNZSaKjVid4JsISa9aOswPprsu&index=2