Creating a Test/Survey

1. Change Edit mode to ON.

2. Select the content area where you would like to place the test/survey and click Assessments. Select Test or Survey from the drop down menu.

3. At this point you have the option to add a test that has already been created or create a new test.

4. To create a new test click Create.
5. Type the name of the test and provide a description and instructions for the test. Click Submit when finished.

6. The Test Canvas section allows you to add questions to your test. In this section you can Create Questions, Reuse Questions or Upload Questions.

7. To create a question click on Create Question and select the type of question you want to include from the drop-down menu.

8. Each type of question requires different information. Follow the steps within the Create/Edit settings of the question to add the required information.

9. Click Submit when finished.

10. Repeat these steps until you have added all the questions for your test.
11. Blackboard Question Types:
   a. Calculated Formula
   b. Calculated Numeric Response
   c. Either/Or
   d. Essay
   e. File Response
   f. Fill in Multiple Blanks
   g. Fill in the Blank
   h. Hot Spot
   i. Jumbled Sentence
   j. Matching
   k. Multiple Answer
   l. Multiple Choice
   m. Opinion/Likert Scale
   n. Ordering
   o. Quiz/Bowl
   p. Short Answer
   q. True/False

*Note: For a detailed explanation of each type of question see the Blackboard Question Types handout.

12. Once you have added all the questions for your test, click **OK** in the bottom right hand corner.

13. You will then be redirected to the page where you can add a test. Select the test you created from the list and click **Submit**.

14. Set the Test Options for your test:
a. **Test Information**: This information will carry over from when you initially created the test, but can be edited in this section.

![Test Information section](image)

b. **Test Availability**: make the link available, add an announcement for the test, allow multiple attempts, force completion once the test is started, set a timer for test completion, auto submit on or off, date/time restrictions, and test password

c. **Due Date**: set a due date for your test

d. **Self-Assessment**

e. **Test Feedback**: select the type of feedback users will see upon completion of the test

f. **Test Presentation**: all at once, one at a time, random

15. Click **Submit** once you have set all your test options.
16. To add a test that has already been created, select it from the list and click **Submit**.
17. Choose your test options and click **Submit**.
18. To create or add a Survey follow the same steps, except select Survey from the Assessment drop down menu.