This Quick Guide gives the eLearning team’s recommended settings for creating a test in Blackboard. It is the first in a series of four quick guides covering the process. The settings provided work best for a low-stakes continuous assessment online test.

For further support and advice visit www.tcd.ie/CAPSL/resources/ or email the eLearning team at bblearn@tcd.ie

1. Adding a Test to Your Blackboard Module

Access your Blackboard module and go to any folder in the module menu. We recommend you create a dedicated folder called ‘Assessments’ so that students can easily locate all assessed activities.

Once in a folder, choose Assessments from the menu and select Test then Create a New Test.

Enter a name, description and instructions and click Submit. You can also edit these after you have built the test when, for example, you know the exact instructions students will need.

2. Creating Questions

The Test Canvas is where you can create, reorder and edit questions. Click on Create Question then select a question type.

You can click on More Help to view a sample question and a detailed description of the options for the selected question type.

Enter a Question Title; this is only visible to you as the instructor. Then enter your question text and work through the options referring to More Help as needed.

If you are new to creating tests, we recommend that you don’t use the Extra Credit, Partial Credit or Negative Score options as these can complicate the grading process significantly.

You can add feedback for correct and incorrect responses or leave these blank as needed.

Optionally, you can also tag questions to help you sort and manage them.

Once you’ve created your question, click Submit.

3. Test Question Settings

You can use the Question Settings button at the top-right of the Test Canvas to simplify the process of creating questions. For example, if you do not use ‘partial credit’ or ‘negative points’ you can deselect these so they won’t display as options each time you create a question.

4. Editing & Managing Questions

You can reorder (1) and edit questions (2) as needed. Hover over a question & click on the down arrow to access the edit menu.

When you have finished creating your questions, click OK at the bottom right of the Test Canvas.

On the next screen, select your test from the ‘Add an Existing Test’ menu and click Submit.

You will then be brought to the Tests Options screen (covered in the next guide).

5. The Next Step – Setting the Test Options

Visit www.tcd.ie/CAPSL/resources/onlineassessment/tests.php for a Quick Guide on setting the options for your test.