Creating a Test

Last updated: 7/16/2012

Follow these steps to create a test and begin adding questions to it:

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.
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4. On the Test Information page, type a name, and optional description and instructions.

1. **Test Information**
   
   - **Name**: Exemple Test
   
   **Description**
   
   The description of the test.

   **Instructions**
   
   The instructions for the test.

5. Click **Submit**.

   At this point you can choose **Create Question**, **Reuse Question**, or **Upload Question**.
Create Question

On the Test Canvas, click Create Question on the Action Bar to access the drop-down list.

Select a question type:

- **Calculated Formula:** Contains a formula with a number of variables. The correct answer can be a specific value or a range of values.

- **Calculated Numeric Response:** Resembles a fill-in-the-blank question except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers. The answer must be numeric (42 instead of forty-two).

- **Either / Or:** A statement with a pre-defined choice of two answers (Yes/No, On/Off).

- **Essay:** A question where the answer must be typed in a text box.

- **File Response:** Uploaded files are used to respond to the question.

- **Fill in Multiple Blanks:** Multiple responses are inserted into a sentence or paragraph.

- **Fill in the Blank:** A statement that requires an answer to complete it. Answers are evaluated based on an exact text match.

- **Hot Spot:** A specific point on an image is used to indicate the answer. For example, selecting all the countries in South America by clicking on each one on a map.

- **Jumbled Sentence:** A sentence with a number of variables within it.
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- **Matching:** Two columns of items where each item in the first column must be matched to an item in the second column.

- **Multiple Answer:** A number of choices with one or more correct answers.

- **Multiple Choice:** Allows a number of choices with one correct answer. Indicate the correct answer by selecting the correct answer.

- **Opinion Scale / Likert:** A rating scale used to measure attitudes or reactions.

- **Ordering:** A question that requires users to provide an answer by selecting the correct order of a series of items.

- **Quiz Bowl:** An answer appears; the users responds with a who, what, or where question to respond.

- **Short Answer:** Similar to Essay questions; answer length is limited.

- **True / False:** A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.

On the Create/Edit page, provide the necessary information to create a question.

On the Test Canvas, you can change a question’s point value.

a. Click a question’s current point value.

b. In the Update Points pop-up, edit the points.

c. Click Submit.

Repeat Step 7 through Step 11 to add more questions.
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Click **OK**. The test is added to the list on the Tests page and is ready to deploy in a course area.

Click **Submit**.

**Reuse Question**

On the Test Canvas, click **Reuse Question** on the Action Bar to access the drop-down list.

Select a question type:

**-Create Question Set:** A question set is a collection of questions retrieved from selected tests and pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen each time the test is taken.

For each question set, you can specify:

- The pools and tests from which it will be drawn
- The type of questions to be drawn
- The number of questions to be drawn

If the number of questions to be displayed is less than the list of questions (example: 3 out of 50), then the questions are randomly distributed so that each user may be viewing a different set of three questions. You can choose to display the same questions to all users by selecting all the questions listed.

**-Create Random Block:** Random blocks are groups of questions that can be presented in a random fashion determined by the instructor. Random blocks are created by finding and selecting questions, deciding on the number of points per question, and then determining the number of questions to display to the user.
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Questions that are selected through this process are displayed in the shopping list at the bottom of the window. Click Show List to view all the questions that have been selected. Click Hide List to minimize the shopping list. Questions can be removed from the shopping list by clicking the red X link next to the question. This action does not delete the question.

- **Find Questions:** You can use the Find Questions page to filter and select questions when adding individual questions or a random block to a test.

The Find Questions page consists of the active filter and the shopping list. The active filter is a dynamic list that changes automatically as criteria are selected or deselected. The shopping list displays all of the selected questions in one place, eliminating the need to scroll up and down long lists of questions.

1. On a test or survey canvas page, on the Action Bar, point to Reuse Question and select Find Questions. The Find Questions pop-up window appears.
2. Choose a method for adding questions, Copying or Linking. The difference between the two is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey.
   
   *Note: The option to change the method is located above the table of questions. Select the correct option before you add the questions to the test.*

3. Expand the criteria selections to view and find questions that match the criteria you select.
4. Use the Search Current Results field to narrow the search.
5. Select the questions to add using the check boxes.
6. Click Submit. The question will be added to your test or survey as a copy or a link.
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Upload Question

Each file containing questions to be uploaded must conform to the following guidelines.

• Each file must be a tab-delimited .txt file. You can edit this file in Excel or in a text editor.

• Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.

• Do not include a header row in the file.

• Do not include blank lines between records. The blank line will be processed and return an error.

• Include only one question per row.

• The first field in every row defines the type of question.

• Separate each field in a row using a TAB.

• correct, incorrect, true, false and other words that identify answers must be in English.

To be uploaded successfully, the questions in the text file to be uploaded must conform to the guidelines detailed in the following table.

Note: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Note: When uploaded to a survey, the correct / incorrect answer designation is ignored, but the file must follow the same format as described for tests and pools.
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<table>
<thead>
<tr>
<th>Question Type</th>
<th>Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
<td>MC TAB question text (TAB answer text TAB correct/incorrect)</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.</td>
</tr>
<tr>
<td>Multiple Answer</td>
<td>MA TAB question text (TAB answer text TAB correct/incorrect)</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.</td>
</tr>
<tr>
<td>True/False</td>
<td>TF TAB question text TAB true/false</td>
</tr>
<tr>
<td>Essay</td>
<td>ESS TAB question text TAB [example]</td>
</tr>
<tr>
<td></td>
<td>Text within [ ] is optional. The instructor may choose to add a sample essay question or leave this blank.</td>
</tr>
<tr>
<td>Ordering</td>
<td>ORD TAB question text (TAB answer text)</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20. The order entered in the file is the correct order. The system will randomly order the answers.</td>
</tr>
<tr>
<td>Matching</td>
<td>MAT TAB question text (TAB answer text TAB matching text)</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.</td>
</tr>
<tr>
<td>Fill in the Blank</td>
<td>FIB TAB question text (TAB answer text)</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.</td>
</tr>
<tr>
<td>File Response</td>
<td>FIL TAB question text</td>
</tr>
<tr>
<td>Numeric Response</td>
<td>NUM TAB question text TAB answer TAB [optional]tolerance</td>
</tr>
<tr>
<td>Short Response</td>
<td>SR TAB question text TAB sample answer</td>
</tr>
<tr>
<td>Opinion/Likert Scale</td>
<td>OP TAB question text</td>
</tr>
<tr>
<td>Multiple Fill-in-the-Blank</td>
<td>FIB_PLUS TAB question text TAB variable1 TAB answer1 TAB answer2 TAB variable2 TAB answer3</td>
</tr>
<tr>
<td></td>
<td>The format consists of a list of variable-answers where each variable-answer is</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Jumbled Sentence</th>
<th>JUMBLED_SENTENCE TAB question text TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quiz Bowl</th>
<th>QUIZ_BOWL TAB question text TAB question_word1 TAB question_word2 TAB phrase1 TAB phrase2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.</td>
</tr>
</tbody>
</table>

Example: File Structure in Excel

![Excel Sheet Example](image)

Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.