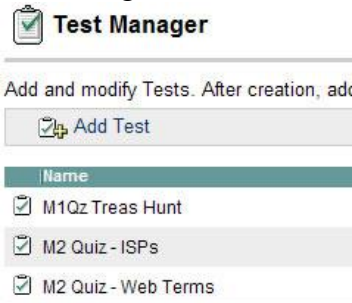


From the Control Panel

Within Test Manager, click on Add Test



OR

Within the **Content Area** where the test will be deployed (in this case, Quizzes & Tests)

Click on Edit View (upper right hand corner of the Blackboard screen)

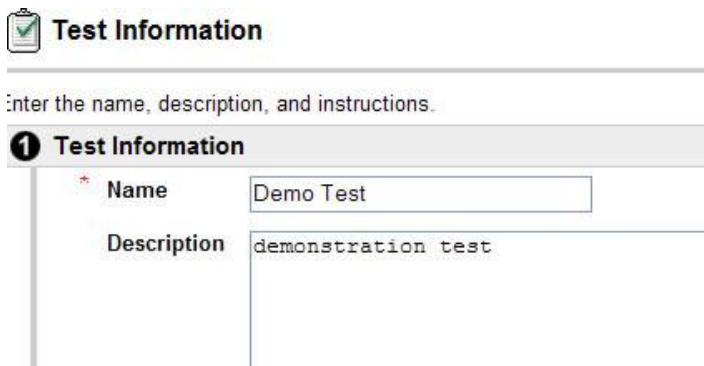
Click on +Test:



Click on the button to the right of “Create a New Test”



Type in the Name of the test, its Description, and Instructions. Then scroll down and click on Submit:



In Test Canvas, click on Creation Settings:

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question dropdown menu. Select the Creation Settings to establish which default options, such as feedback and images, are available for the selected question type.

Add

Name	Demo Test
Description	demonstration test
Instructions	

Select the Test Creation Settings that you wish, including **default point value**; then click on Submit:

Test Creation Settings

Display the following options during the creation of this Test

1 Feedback

Provide feedback for individual answers.

2 Images, Files, and External Links

Add images, files, and external links to questions.

Add images, files, and external links to answers.

3 Question Metadata

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

4 Scoring

Specify default point value for questions.

Default point value

Specify partial credit options for answers.

5 Display

Specify random ordering of answers.

Specify the horizontal or vertical display of answers.

Specify numbering options for answers.

6 Submit

You will get a Confirmation Screen showing your selected settings; click OK.

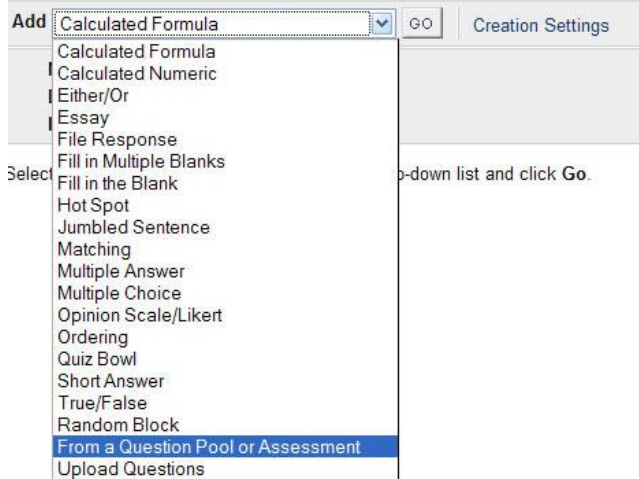
Test Creation Settings

Provide feedback for individual answers.	Yes
Add images, files, and external links to questions.	No
Add images, files, and external links to answers.	No
Add categories, topics, levels of difficulty, and keywords to questions.	No
Specify default point values for questions.	Yes
Default point value	2
Specify partial credit options for answers.	No
Specify random ordering of answers.	No
Specify the horizontal or vertical display of answers.	No
Specify numbering options for answers.	No

Click on the dropdown arrow to the right of Add "calculated formula" and pull down to the "From a Question Pool or Assessment" option; click GO:

Test Canvas

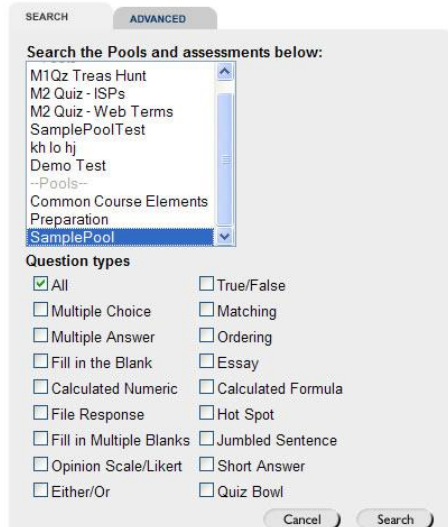
Add, modify, and remove questions. Select a question type from the Add Question Settings to establish which default options, such as feedback and images, are available.



Selection list and click Go.

Within "Search Pools and Assessments" scroll down to locate the Pool of questions you want to use; Check the All box or select the type of questions you want; then click Search:

Search Pools and Assessments



SEARCH ADVANCED

Search the Pools and assessments below:

- M1Qz Treas Hunt
- M2 Quiz - ISPs
- M2 Quiz - Web Terms
- SamplePoolTest
- kh lo hj
- Demo Test
- Pools--
- Common Course Elements
- Preparation
- SamplePool

Question types

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

Cancel Search

Click on "Select All" or click on individual questions that you want to include in your test; click on Submit:

Search Pools and Assessments

<input checked="" type="checkbox"/> Select All		<input checked="" type="checkbox"/> Remove All	<input checked="" type="checkbox"/> Invert
Type	Question Text		
<input checked="" type="checkbox"/> Multiple Choice	A newly hired nurse on a medical-surgical unit is caring for a client with a cardiac condition. As the nurse is conducting the psychosocial portion of the assessment, the client states, "I'm here for my hear problem, not a mental health problem. What's mental health got to do with it?" the nurse's best reply is:		
<input checked="" type="checkbox"/> Multiple Choice	On which DSM-IV-TR axis would "alcohol dependence: be coded?		
<input checked="" type="checkbox"/> Multiple Choice	A client tends to use the defense mechanism of displacement in a staff meeting. The client is most likely to react by:		
<input checked="" type="checkbox"/> Multiple Choice	A teenage boy is attracted to a female classmate. As he is standing with his friend by. He says, "I know she likes me." Which defense mechanism is demonstrated?		

You will be returned to the Test Canvas with all imported Pool questions visible and available to modify. Notice that the default points for each question is now 2 instead of 10:

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add

Name Demo Test
Description demonstration test
Instructions

Question 1 2 points

Question A newly hired nurse on a medical-surgical unit is caring for a client with a cardiac condition. As the nurse is conducting the psychosocial portion of the assessment, the client states, "I'm here for my hear problem, not a mental health problem. What's mental health got to do with it?" the nurse's best reply is:

Answer

- "It's just a routine part of our assessment. All clients are asked these same questions."
- "You sound concerned about the psychological portion of the assessment. What seems to be the problem?"
- "Psychological factors, such as excessive stress levels, have been found to affect the course of nearly

If you created your test in a Content Area, it will be highlighted in the dropdown menu of available tests; click on Submit to deploy it; then click OK.

Add Test

1 Add Test

Create a new Test or select an existing Test. (Any Test that has already been added)

Create a New Test

Add Test

-- Select Test below --
SamplePoolTest
kh lo hj
Demo Test

You will be taken to the Modify Test area; click on Modify the Test options:

Modify Test

- ▶ **Modify the Test**
Modify the Test in the Test Canvas.
- ▶ **Modify the Test options**
Modify the Test options, such as availability and feedback.

You can decide to have the test open in a new browser window; here is where you make the test available to students as well as set the number of attempts permitted, time limit and open and closing dates:

Open Test in new window Yes No

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Allow multiple attempts. Permit users to take this Test multiple times.

Force Completion. Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After

Feb 2007

PM

Display Until

Feb 2007

PM

Password. Require a password to access this Test.

Password:

Further down you will set feedback and presentation options; finally, click Submit:

3 Test Feedback

Feedback Mode

- Score Only**
Only the final score is presented.
- Detailed Results**
The user's answers, whether they are correct, and the final score are presented, but not the correct answers.
- Show Correct Answers**
The user's answers, the correct answers, and the final score are presented, but not any question feedback.
- Detailed Results, Correct Answers, and Feedback**
The user's answers, the correct answers, feedback for the questions, and the final score are presented.

4 Test Presentation

Presentation Mode

- All at Once.** Present the entire Test on one screen.
- One at a Time.** Present one question at a time.
 - Prohibit Backtracking.** Prevent changing the answer to a question that has already been submitted.
- Randomize Questions.** Randomize questions for each Test attempt.

5 Submit

Click **Submit** to update options for this Test. Click **Cancel** to quit.

Cancel

Submit

While the test has been deployed in the Content Area, in this case it was not made available; click on Modify to make it available when you are ready for students to have access to it:

Quizzes & Tests

Item
 Folder
 External Link
 Course Link
 Test

 Select: Learning Unit

1 **Demo Test**

Item is not available.
demonstration test
 Click on Modify to make the test available

If you created your test in the Test Manager, it would appear as below; notice that it is not deployed*; you will need to go through the process above within the appropriate Content Area to deploy it when you are ready:

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available

Add Test

Name	Deployed
<input checked="" type="checkbox"/> M1Qz Treas Hunt	Module 1 - Online Learn
<input checked="" type="checkbox"/> M2 Quiz - ISPs	Module 2 - The Technica
<input checked="" type="checkbox"/> M2 Quiz - Web Terms	Module 2 - The Technica
<input checked="" type="checkbox"/> SamplePoolTest	No
<input checked="" type="checkbox"/> kh lo hj	No
<input checked="" type="checkbox"/> Demo Test	No

*"deploy" means to add the test within a course content area so that students can take it once you make it available. This automatically adds the test to the gradebook.