

University of St. Thomas – Blackboard 9 Training

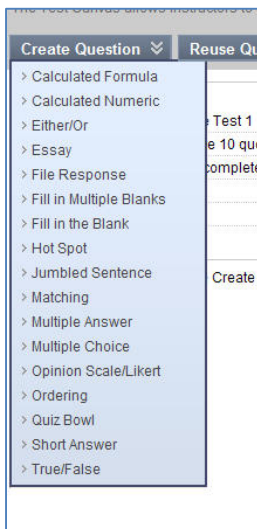
Adding Questions to a Test

There are three ways by which questions could be added to a test.

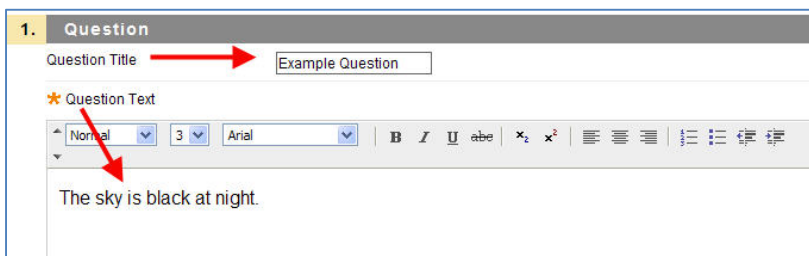
- **Creating questions**, in the same manner you created a test using a test manager.
- **Reuse questions** from an already existing pool or an existing assessment.
- **Uploading questions** from a text file.

Create Questions

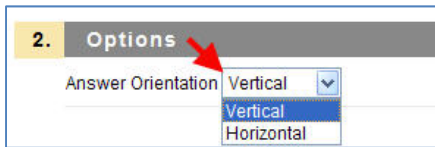
1. To add a question to the test, select a question type from the pull down menu. The types of questions that can be used in assessments are listed below. All assessments created in Blackboard will be automatically graded and put in the grade center. The only question type that is not automatically graded is the essay, which has to be graded by the instructor manually. If there is an essay question in an assessment student's grade in the Grade Center for that assessment will appear as a ! until it is graded.



2. For demonstration purposes I will create a True/False question.
3. Type a Question Title and then type the question text in the space provided.



4. Under Options, you can specify the orientation of the answers as the students will see them.



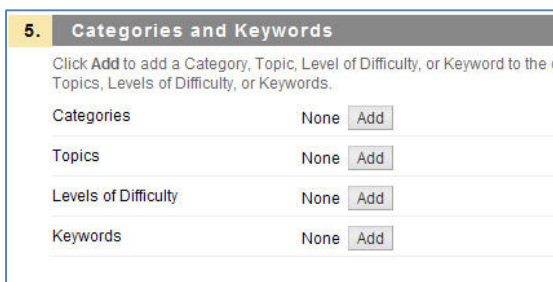
5. Under Correct Answer, select the radio button that corresponds to the correct answer.



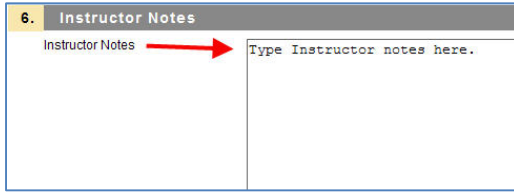
6. You may type in a Correct Response and Incorrect Response (this is optional). Your students will only see this if you enable feedback when you deploy the test.



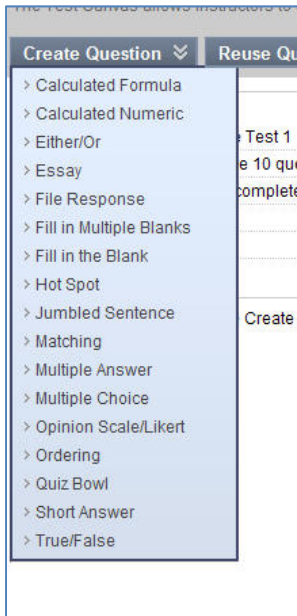
7. You can click Add to add a Category, Topic, Level of Difficulty, or Keyword or question.



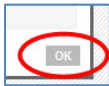
8. You can make notes in the Text box under Instructor notes.



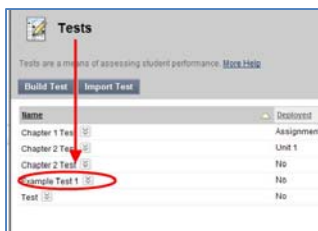
9. To continue adding more questions, select a question type from the pull down menu from the Create Question action bar.



10. Once you have entered all questions scroll to the bottom of the page and click the OK button.

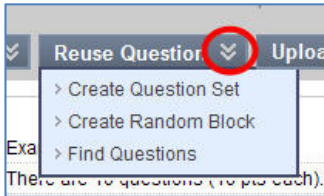


11. The newly created test is displayed in your list of tests. When you are ready for students to take the test you will need to make it available.

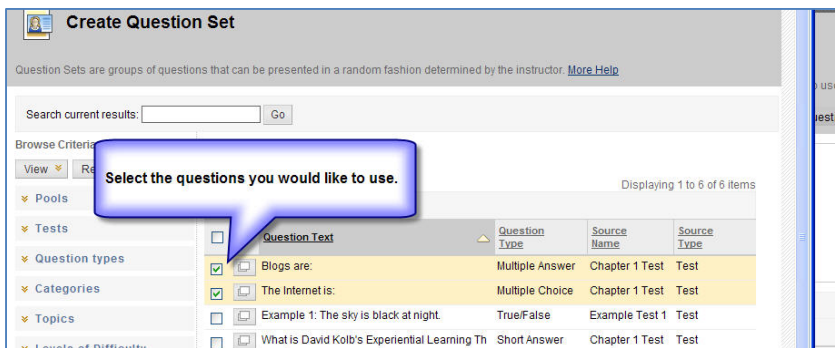


Reuse Questions

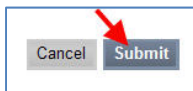
1. To reuse a question, select create question set, create random block, or find questions from the Reuse Question action bar. You can use the currently assigned point values or, you can assign new point values for the questions.



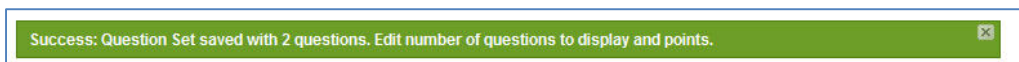
2. Once you have searched for questions you must select the ones that you would like to use.



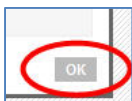
3. Click **Submit**.



4. A Question Set Saved message is displayed at the top of the page.



5. Click OK when you are finished adding questions.

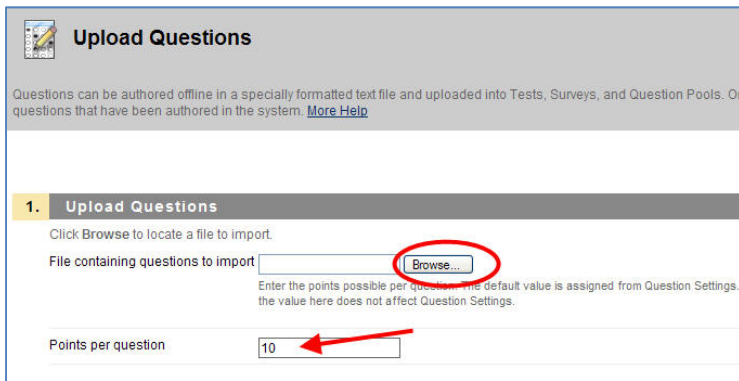


Uploading Questions

1. To upload a question, select upload question from the action bar. You can use the currently assigned point values or, you can assign new point values for the questions.



2. Click the browse button and find the text file containing your questions and enter the points per question in the text box.

A screenshot of the "Upload Questions" form. The form has a title "Upload Questions" and a sub-header "1. Upload Questions". Below the sub-header, there is a text box for "File containing questions to import" with a "Browse..." button next to it. Below that, there is a text box for "Points per question" with the value "10" entered. A red arrow points to the "10" in the "Points per question" box. The "Browse..." button is also circled in red. There is a small icon of a pencil and paper in the top left corner of the form.

3. Click **Submit**.

