

University of St. Thomas – Blackboard 9 Training

Creating Tests, Pools and Surveys

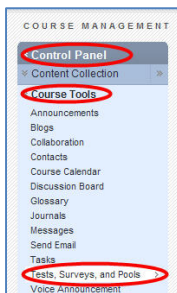
Blackboard Tests are online evaluations that can be used to measure a Student's understanding of the Course. Tests are created in 3 steps:

- **Pool Manager:** a repository of questions to be used in one or more tests.
- **Test Manager:** location where tests are created by either selecting specific questions or using Random Blocks
- **Deploy Test in Content Area:** location where test is made available, and specific test options and settings are chosen.

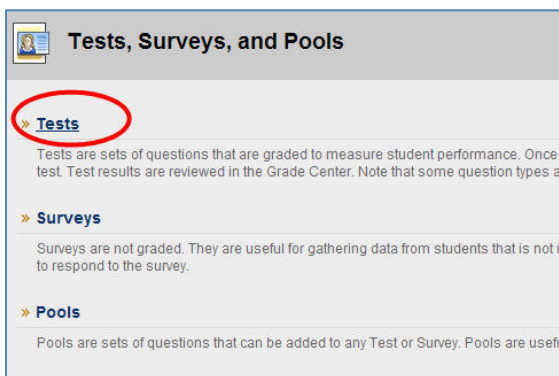
Creating a Test (Test Manager)

You can create a test/quiz directly in Blackboard using the “Add Test” option.

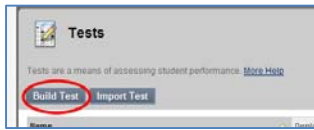
1. Click on **Control Panel | Course Tools | Tests, Surveys, and Pools.**



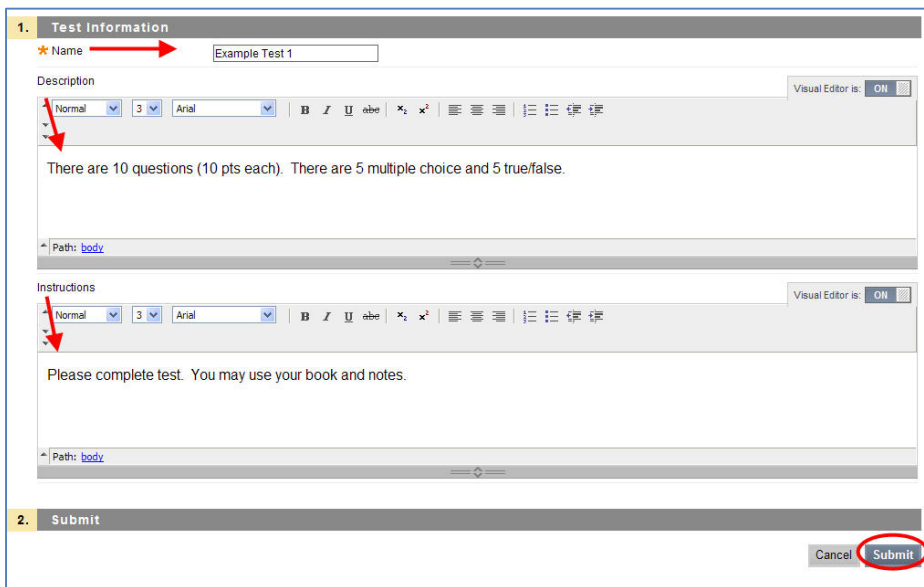
2. Click on Tests.



3. Click on Build Test.



4. Enter a name for the test. You can also add a description and instructions. When you are finished click the Submit button.



The screenshot shows a form titled "1. Test Information". It has two main sections: "Description" and "Instructions".

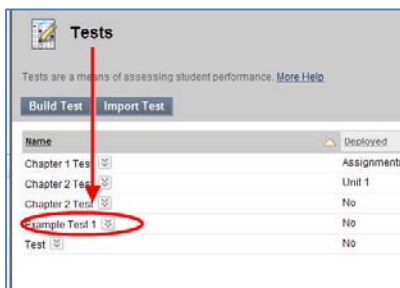
Name: A text input field containing "Example Test 1". A red arrow points to this field.

Description: A rich text editor with a toolbar (Normal, 3, Arial, Bold, Italic, Underline, etc.). The text area contains "There are 10 questions (10 pts each). There are 5 multiple choice and 5 true/false." A red arrow points to the text area.

Instructions: Another rich text editor with the same toolbar. The text area contains "Please complete test. You may use your book and notes." A red arrow points to the text area.

Submit: At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.

5. 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.



The screenshot shows the "Tests" page with a table of test entries. The "Build Test" button is circled in red. The table has columns for "Name" and "Deployed".

Name	Deployed
Chapter 1 Tes	Assignments
Chapter 2 Tes	Unit 1
Chapter 2 Test	No
Example Test 1	No
Test	No