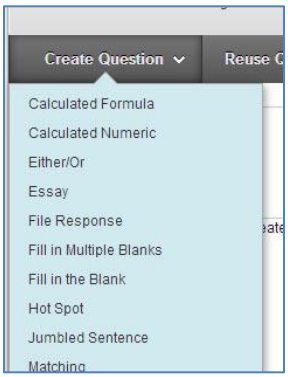
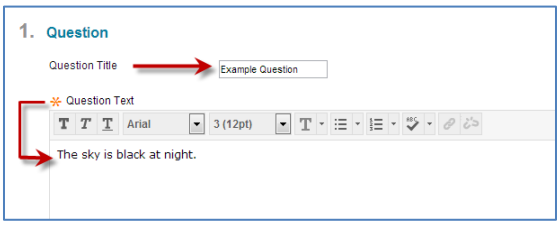
Adding Questions to a Test – Create Questions

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 green "!" until it is graded.

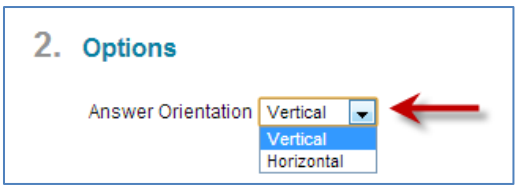


2. For demonstration purposes I will create a True/False question.

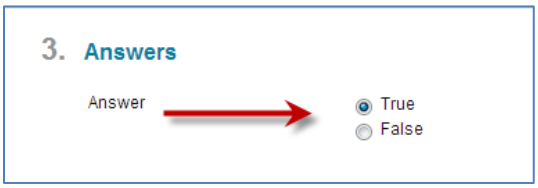
3. Type a Question Title and then type the question text in the space provided.



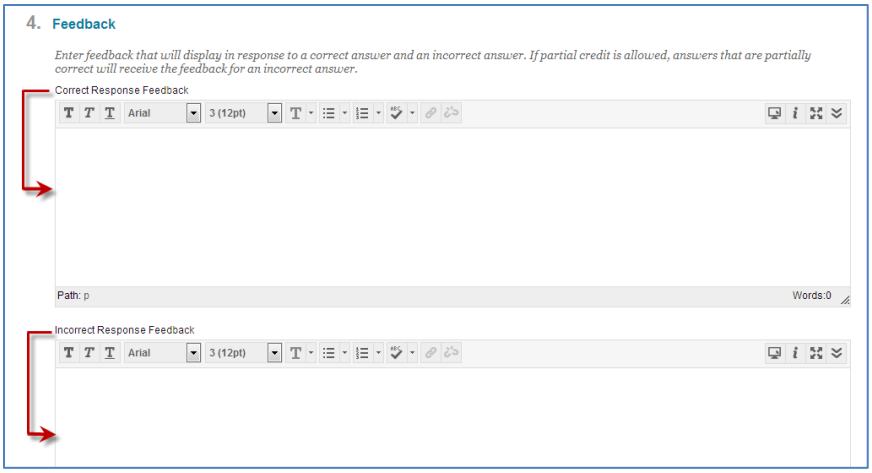
4. Under Options, you can specify the orientation of the answers as the students will see them.



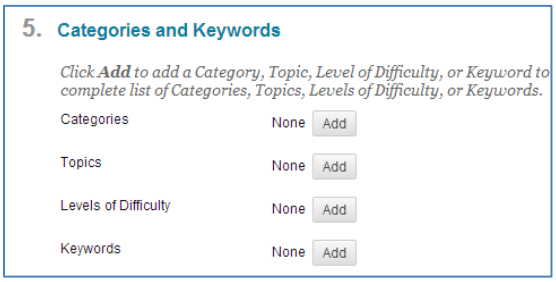
5. Under Answers, select the radio button that corresponds to the correct answer.



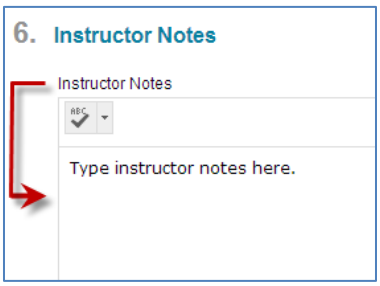
6. You may type in a Correct Response and Incorrect Response (this is optional). Your students will only see this if you enable feedback when you deploy the test.



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

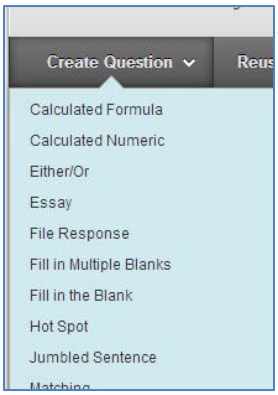


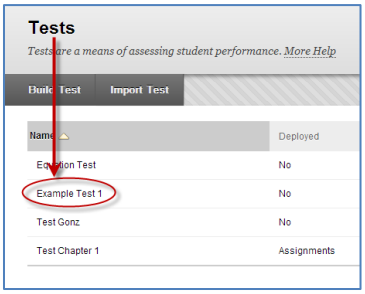
8. You can make notes in the Text box under Instructor notes.



9. Click Submit to save your question.

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



11. 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.