
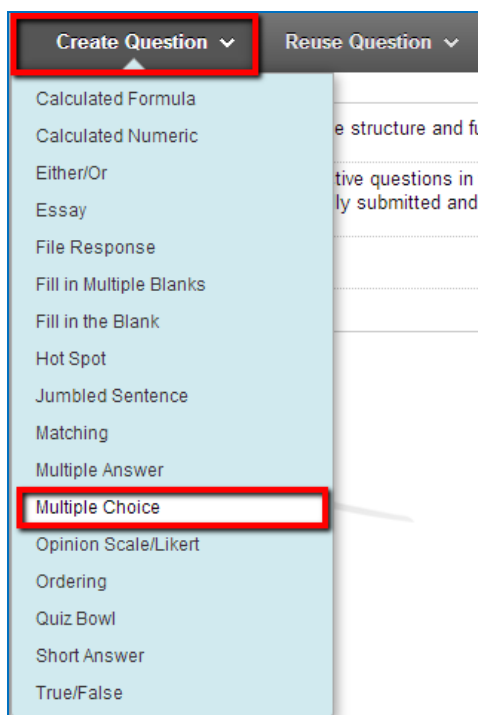


## Creating Test Questions

After you have started creating a test via Test, Surveys, and Pools, you can begin adding questions to the Test Canvas. Creating questions from scratch is one of three ways to add questions; you can also reuse questions from an existing pool or another test, and you can upload questions from a comma-separated text file.

The types of questions that can be used in assessments are listed on the **Create Question** menu. Objective questions for all assessments created in Blackboard will be automatically graded and put in the Grade Center. If there are any Essay, File Response, or other subjective questions in a test, the student's grade in the Grade Center for that assessment will appear as a gold  until the Instructor grades it.

1. To add a question to the test, select a question type from the **Create Question** drop-down menu. A Multiple-Choice question will be created for demonstration purposes.



2. On the Create/Edit Question page, type a Question Title (optional), and then type the Question Text in the space provided.

**QUESTION**

Question Title

\* Question Text  
*Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).*



Which Supreme Court decision effectively gave the courts the power to reject unconstitutional laws?

3. Under Options, you can specify whether and what type of letters or numbers will precede each answer choice; the orientation of the answers as the students will see them; whether to allow partial credit for certain choices; and whether to randomize the choices to make cheating more difficult.

**NOTE:** Use the **Show Answers in Random Order** option only if each choice is a distinct answer to the question. It is never a good idea to randomize answer choices when using choices such as “none of these,” “all of these,” or “A and B only.”

**OPTIONS**

*If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.*

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

4. Under Answers, determine how many choices to provide (between 3 and 100), fill in the choices, and click the option button for the correct choice.

## ANSWERS

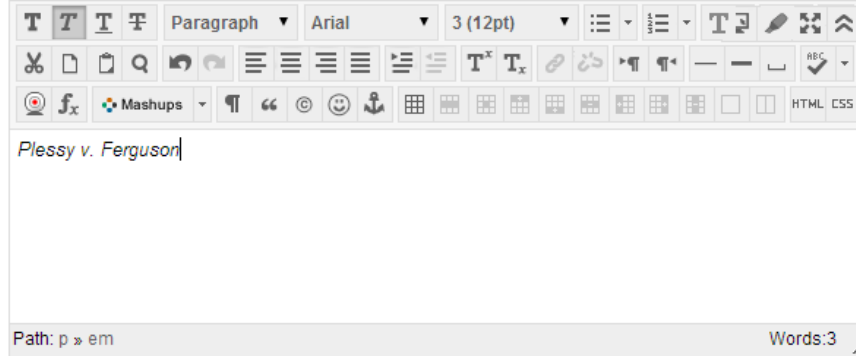
Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer A

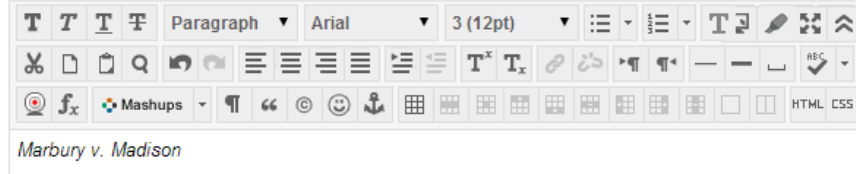
Remove



A rich text editor interface for Answer A. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various text and image formatting tools. The text area contains the text "Plessy v. Ferguson". At the bottom, the path is shown as "Path: p » em" and the word count is "Words:3".

Answer B

Remove



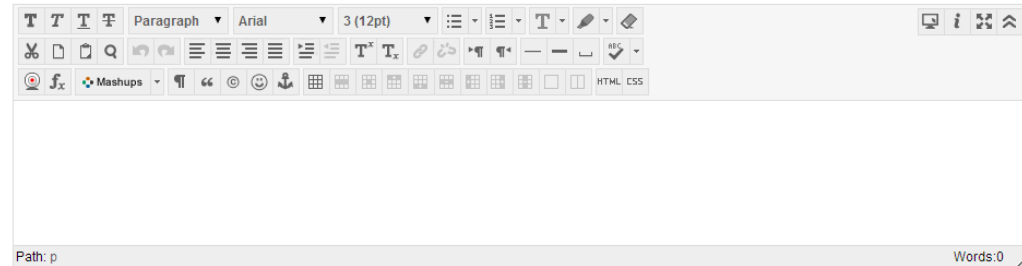
A rich text editor interface for Answer B. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various text and image formatting tools. The text area contains the text "Marbury v. Madison".

5. Optionally, provide feedback for a Correct Response and Incorrect Response to explain the why an answer is correct or incorrect. Your students will see this only if you enable feedback when you deploy the test.

## FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback



A rich text editor interface for Correct Response Feedback. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various text and image formatting tools. The text area is empty. At the bottom, the path is shown as "Path: p" and the word count is "Words:0".

Incorrect Response Feedback



A rich text editor interface for Incorrect Response Feedback. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various text and image formatting tools. The text area is empty.

6. Click the **Add** buttons to assign the question one or more Categories, Topics, Levels of Difficulty, or Keywords. These are useful primarily for Item Analysis and Question Sets. (See the tutorials on these topics elsewhere in this chapter.)

**CATEGORIES AND KEYWORDS**

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

7. You can add notes in the text box under Instructor Notes. These notes will be viewed only by the Instructor.

**INSTRUCTOR NOTES**

Instructor Notes

ABC ✓ ▾

Type instructor notes here.

8. Click **Submit** to save your question and return to the Test Canvas, or **Submit and Create Another** to continue to the next question.

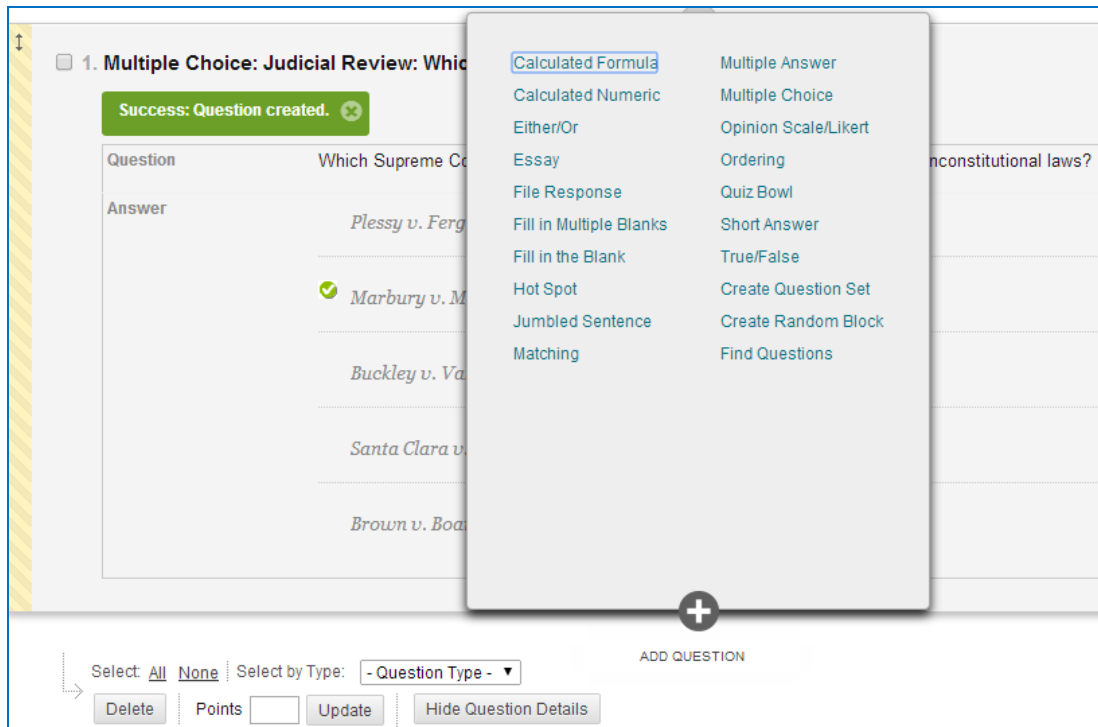
9. To continue adding questions, select a question type from the **Create Question** drop-down menu.

**Create Question** ▾ Reus

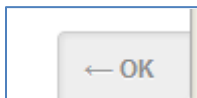
- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching

-OR-

Start the next question by pointing to any question on the Test Canvas and clicking the **Add Question** icon that appears above or below.



10. Once you have entered all the questions, or to save the test as it is, scroll to the bottom of the Test Canvas page and click the **OK** button.



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 in a Content Area.

Tests		
<i>Tests are a means of assessing student performance. <a href="#">More Help</a></i>		
Build Test Import Test		
Name ▲	Deployed	Date Last Edited
Equation Test	No	August 13, 2014 4:27 PM
Judicial Branch Test	No	August 27, 2014 8:56 AM