Creating Assignments & Tests QuickStart

1. Select “Assessments”, then “Test”.

   Whether you are calling your assessment a quiz, test, exam, or something else, the Blackboard Learn tool is called “Test”. We will refer to the assessment as a test in this tutorial.

2. Select “Create” to make a new test, or select an existing test from your list. For this tutorial, we will create a new test.
3. Give the test a name that is meaningful to your students, then click the “Submit” button on the bottom of the page.

At this time, it is not necessary to provide a description or instructions. If you do provide these items during this step, make sure to have a copy of these on hand. You will need to provide them again later in the set-up process.

You are now in the test editing tool in Blackboard Learn. This tutorial assumes you are starting from scratch and will detail how to create questions.

4. Click “Create Question” and select the question type. For this tutorial, we will select “Multiple Choice”.

5. Giving your question a title is optional and will not be seen by students. Enter the question/prompt into the “Question Text” field.
6. Fill in the answer choices:

A. **Number of Answers:** If you have more than four answer choices, you can add more with this drop-down menu. You can also choose less than four here or remove answer options individually by using the “Remove” button below each.

B. **Correct Answer:** Indicate which answer is correct by clicking the open circle to its left.

C. **Answers:** Type each answer choice in the associated textbox.

7. Click the “Submit” button on the bottom of the page when you are finished creating the item. If you are creating a question of the same type next, you can use the “Submit and Create Another” button instead.
8. If you would like to adjust the number of points a question is worth, click into the “Points” box in the top right corner of the question. Change the value, then click “Submit”. If you click elsewhere on the page without clicking “Submit”, the updated value will NOT be saved.

9. Once you have added all of your test items, click the “OK” button on the bottom of the page.

You are then brought back to the “Create Test” page. This time select the desired test from the list and click the “Submit” button.
10. Now, you are on the “Test Options” page. This is where you will select delivery settings and information about the test for students.

First, enter a description. The students will see this information before they open the test.

11. Make the test available to students by choosing “Yes” for “Make available to students”.

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12. Select a **due date** and **time** for the test.

13. Click the **"Submit"** button on the bottom of the page when you are finished adjusting the test option.
14. Now that the test has been deployed into your course, you can edit the questions and point values by clicking the downward arrow to the right of the test name and selecting “Edit the Test”. This can only be done before any students begin the test.

If you need to change the tests availability or other settings, click the downward arrow to the right of the test name, then select “Edit the Test Options”