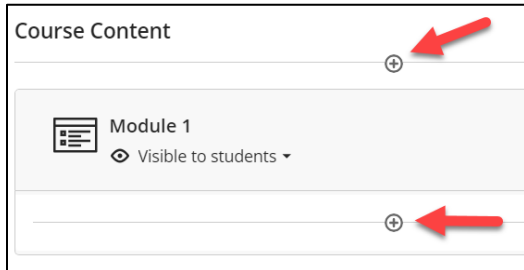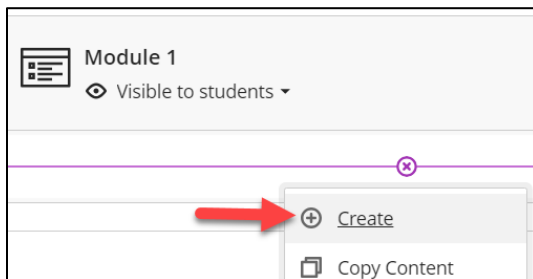# Creating a Test

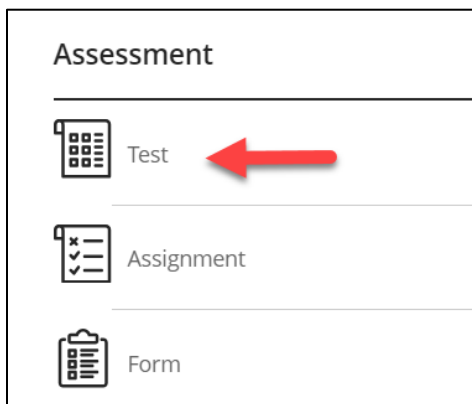## Adding a Test in the Content Space

1. Click the plus sign (+) to add a test in the location of your choice.
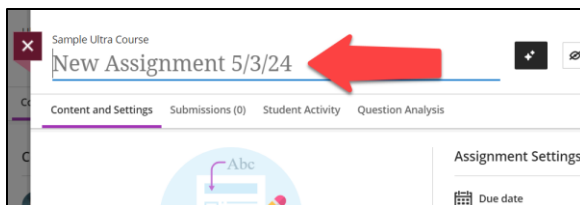

2. Select **Create**.

3. Under the *Assessment* section, select **Test**.

Name Your Test

4. Inside the top field on the page, **type a new name** for your test.
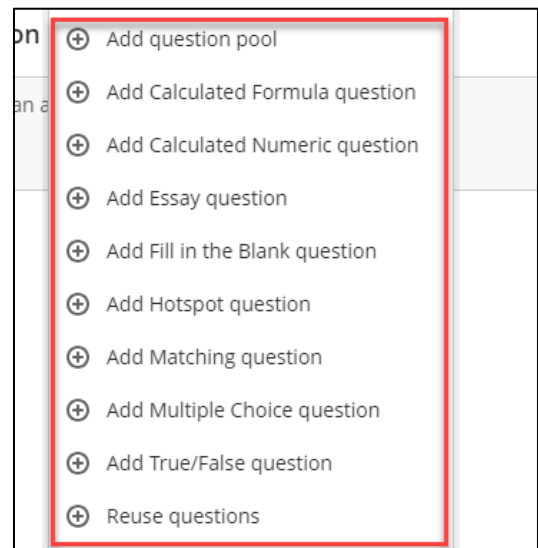

5. Hit **Enter/Return** or **click outside the field** to save the new name.

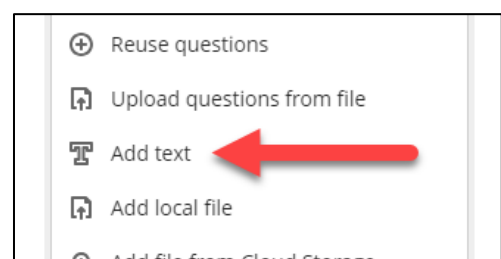## Add Questions or Text to the Test's Content Space

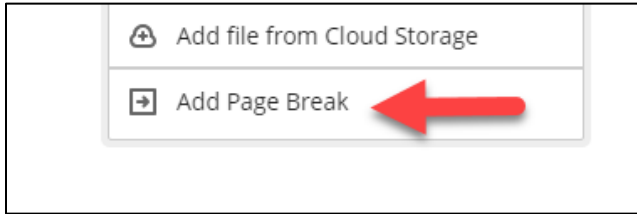6. Click the plus sign (+) to view the pop-up menu.
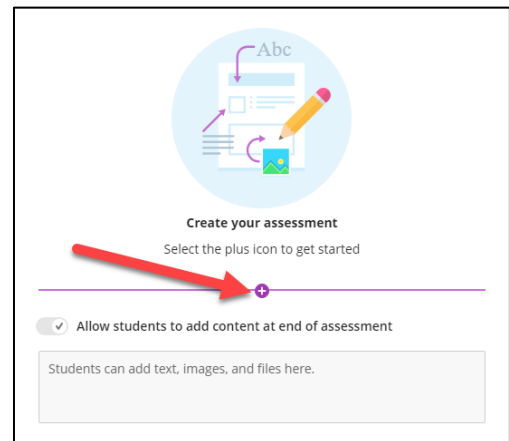
7. Select a question type option (such as Multiple Choice, True/False, Essay, Matching, etc.) to add a question to your test.
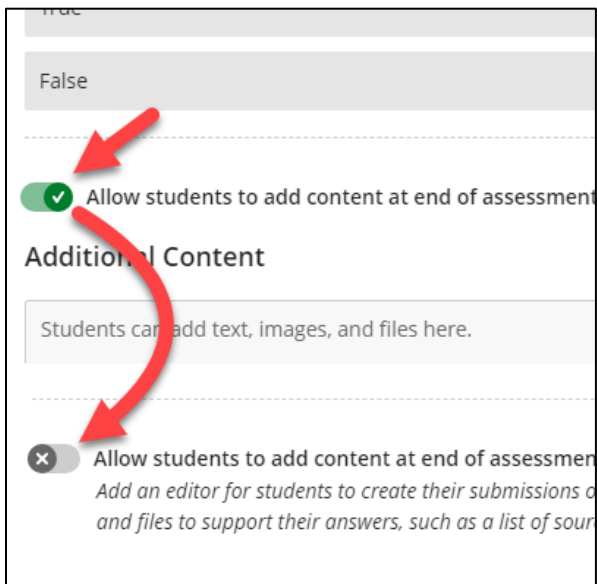

8. Select **Add Text** to add general text, instructions, or prompts.

9. Select the **Add Page Break** option if you wish to group your questions onto separate pages.
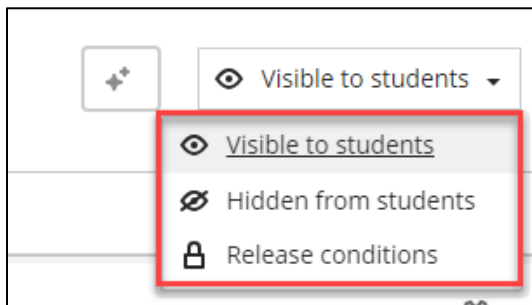

10. **OPTIONAL**: If you are creating an test with only questions and have no need for a document submission, disable the submission box option. Leave enabled to allow file uploads.

Make Your Test Available/Hidden

11. At the top-right of the page, use the drop-down menu to view the options to make your test available.

12. If **Visible to Students** is selected, the test is immediately available to students.

13. If **Hidden from Students** is selected, the test is disabled until you make it available to students.

14. Use the **Release Conditions** option if you wish to make the test available based on course membership, start/end dates, or after students achieve a specific grade on another graded item in the course.

   a. **Course Membership**
      Choose which course members (**all students or specific students/groups**) have access to the test.

   b. **Dates**
      Define the time period in which students can access content with **Show on** and **Hide after** dates/times.

   c. **Performance**
      Release an item or folder when a student achieves a certain score on an item or gradebook column in your course. Multiple performance criteria may be added.

Updating the Test Settings

Access the Settings icon (gear icon) to open the test's *Settings* panel.
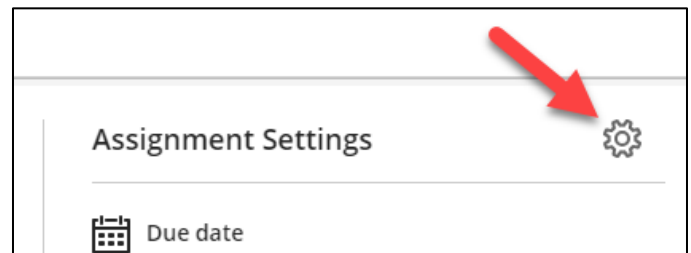
See *Assessment Settings Details* on the following pages for more information on each setting.

View Your New Test!

Your new test has now been added to your course content.

Example screenshot:

Assessment Settings Details

Below are details for test settings. **NOTE: Items with an asterisk (*) cannot be updated once submissions begin.**

Details & Information

Due Date
Due dates appear in the calendar and activity stream. Work submitted after the due date is marked *Late*.

No due date
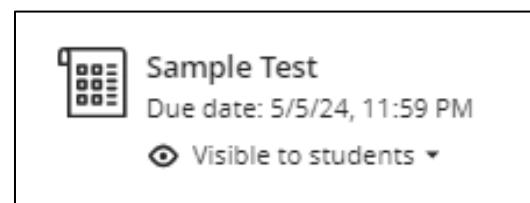Enable this option if a test can be submitted at any time and will not be marked as *Late*.

Prohibit late submissions
Enforces the due date and prevents late submissions. In-progress and saved attempts **will auto-submit at the due date**. Students will receive a submission receipt email. Specified accommodations are still honored.

Prohibit new attempts after due date
Prevent students from beginning a new attempt after the due date. Specified accommodations are still honored.

Allow class conversations
Enable this setting on an test to provide a conversation space relevant to the test.

Collect submissions offline
Enable this setting to grade in-person student work. Creating an offline test will add a calendar reminder (due date must be specified), add an item in the content space, and create a gradebook item for grading.

Presentation Options*

Display one question at a time*
Controls how students navigate a test and allows them to focus on one question at a time (to reduce cognitive load). Questions may be skipped with this option enabled, unless *Prohibit backtracking* is turned on.

Prohibit backtracking*
Prohibits a student from navigating back to earlier test questions. This option is also available for paged tests, in which enabling this option prevents students from going back to earlier test pages.

Randomize questions*
Randomizes the *question sequence* displayed to each student.

Randomize answers*
Randomizes the *answer sequence* for Matching and Multiple Choice questions for each student.

Randomize pages*
If your test includes questions across multiple pages (for example a page of Multiple Choice questions followed by a page with Essay questions), this option randomizes the order in which these pages are displayed.

Do not randomize first page*
If randomizing pages, this option allows you to lock the first page in place, such as locking in exam instructions.

Formative Tools

Formative assessment
Create a **Formative Assessment** label on your test.

Display formative label to students
Enable to let students see Formative Assessment label.

Grading & Submissions

Grade category
Change the test's grade category to one of the custom categories set up in the course's gradebook. Categories customize how coursework is grouped and can be useful when you set up the overall grade.

Attempts allowed
Determine the number of attempts allowed and, if more than one, choose how the final grade is calculated.

Grade using
Select a grading schema (*Points, Percentage, etc*.). Changes to grading schema will appear in the gradebook.

Maximum Points
Add a number value between 0 and 99,999 for your test. If blank, the maximum points will default to 100.

Anonymous grading
Reduces the potential for grading bias. Student names are hidden while grading and are revealed after posting.

Evaluation options
- **2 graders per student.** Specified graders (instructors, TAs, graders) grade the same sets of submissions. Graders can't see other graders' grades, feedback, annotations on student files, and rubrics.
- **Peer review.** Peer review allows students to review their peers' work through criteria-based evaluation. Select to assign the number of reviews per student, test due date, and peer review due date.
- **Delegated grading.** Specified graders (instructors, TAs, graders) grade different group sets of submissions.

Assessment grade
Automatically post a student's grade once grading is completed. Turn this off if you want to manually post grades.

Assessment Results

Submission View
Decide when students may view their submissions. If "off", questions are only visible during an attempt.

Question Scores
Decide when individual question scores are released automatically.

Automated Question Feedback
Decide when question feedback is released automatically.

Correct Answers
Decide when the correct answers is released automatically.

Assessment Security

Access code (For Individual or Group Tests)
Enable an access code (6 digits) to control when students begin an test. These are randomly generated.

Respondus (Respondus LockDown Browser and Respondus Monitor Settings)
A third-party tool used to secure the integrity of a Blackboard test. Select the link to enable RLDB settings.

Additional Tools

*Time limit**
When enabled, each student has a limited amount of time to submit. The attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit.

Use grading rubric (For Tests without Questions)
Evaluate student submissions based on key criteria that you define. Create a new rubric or link to an existing rubric.

Goals & standards (Skip. TAMIU does not use this feature.)

Assigned groups (For non-timed tests)
Create an test for groups/teams. A grade is given to a group as a whole but may be altered for individuals.

Originality Report (Using SafeAssign)
Check for potential plagiarism in student work. Enable the SafeAssign Originality Report any time, even after students have started their submissions. **However, submissions are only checked when SafeAssign is enabled.**

Description
Provide a description of the test (under 750 characters) to will appear on the Course Content page.