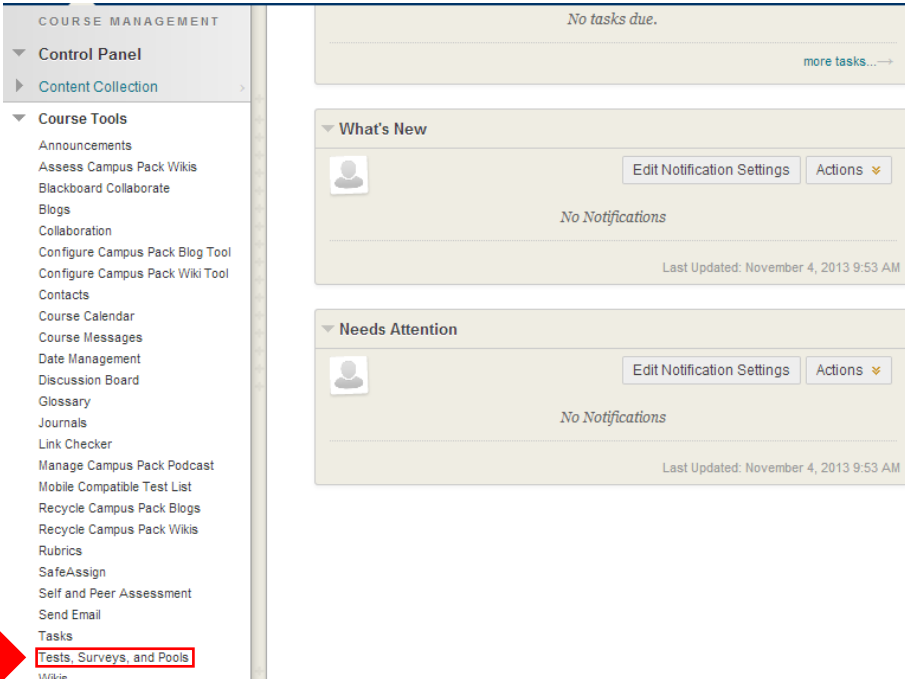


Create a Test on BB 9.1

Step 1. To create a Test access your course.

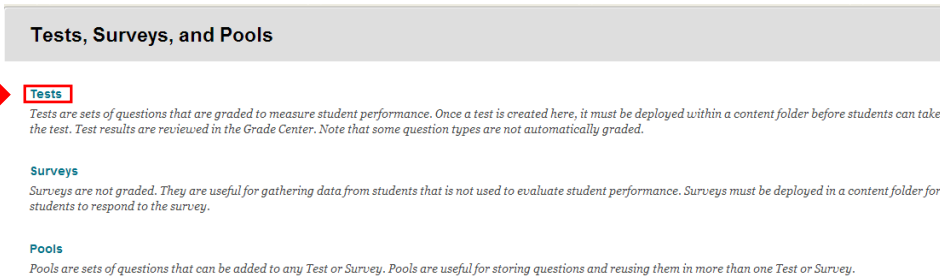
<p>▼ My Announcements</p> <p>No Institution Announcements have been posted today. No Course or Organization Announcements have been posted today.</p> <p>more announcements...</p>	<p>▼ My Courses</p> <p>Courses where you are: Instructor</p> <p>2013 Fall Term (1) CAREER 2 0244[00001] (LaGuardia Community College)</p> <hr/> <p>2013 Fall Term (1) Computers Applications and Technologies BTC 100 5318[68419] (LaGuardia Community College)</p> <hr/> <p>2013 Spring Term (1) Computers Applications and Technologies BTC 100 5206[6563] (LaGuardia Community College) <i>(not currently available)</i></p> <hr/> <p>2013 Spring Term (2) BTC 100 8115[6584]</p> <hr/> <p>BTC 200 5217[98279] <i>(not currently available)</i></p> <hr/> <p>BTC200.5217.98279</p> <hr/> <p>LGCC_HUW_166_5309_201109: Fall 2011 Intro Web Developmnt: HUW 166 5309 [5309] (LaGuardia) <i>(not currently available)</i> Instructor: Jetmir Troshani;</p> <hr/> <p>LAG01_BTC_100_0308_1129_1: HUC106 Fall 2009 (Santo & Jetmir) <i>(not currently available)</i> Instructor: Santo Trapani; Jetmir Troshani;</p> <hr/> <p>LGCC_HUW_162_5231_201202: Spring 2012 Web Animation: HUW 162 5231 [5231] (LaGuardia) <i>(not currently available)</i> Instructor: Jetmir Troshani;</p> <hr/> <p>UAT mel course merge</p> <p>Courses where you are: Student</p> <p>2013 Spring Term (2) Critical Thinking HUP 102 7996[1624] (LaGuardia Community</p>
<p>▼ Internships and Job Search</p> <p>Kickstart Your Career! Find Jobs and Internships Now!</p> <p>What are you searching for: Where:</p> <p><input type="text"/> e.g. Marketing, Design, etc. <input type="text"/> City, state, or zip code</p> <p>Search</p> <p>Powered by: </p>	
<p>▼ CitizenCUNY</p>	

Step 2. Under Control Panel select Course Tools then click on Test Surveys and Pools.



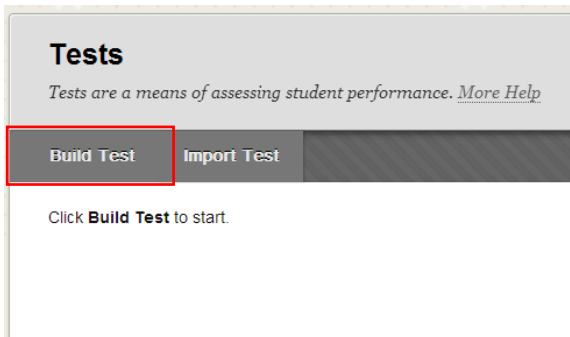
The screenshot shows the Blackboard Control Panel interface. On the left is a navigation menu under 'COURSE MANAGEMENT'. The 'Control Panel' is expanded, and 'Course Tools' is selected. A red arrow points to the 'Tests, Surveys, and Pools' option in the Course Tools list. The main content area on the right shows 'No tasks due.' with a 'more tasks...' link, and two notification boxes for 'What's New' and 'Needs Attention', both showing 'No Notifications' and a date of 'November 4, 2013 9:53 AM'.

Step 3. Click Test



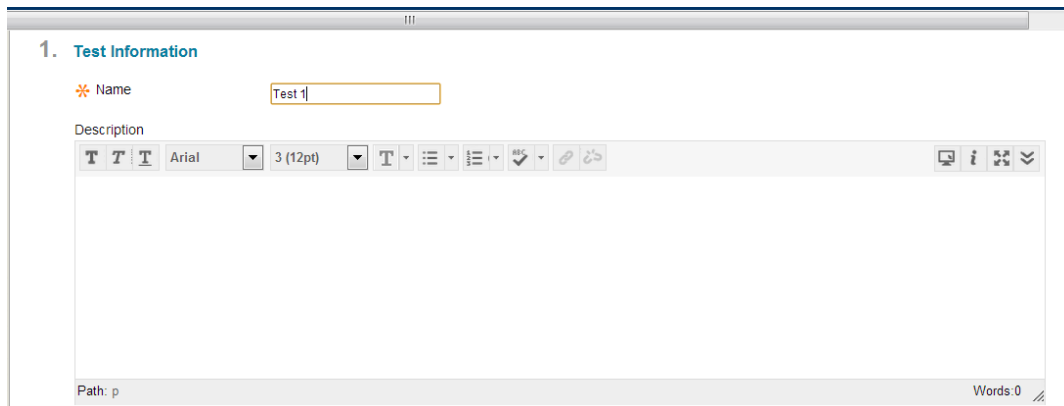
The screenshot shows the 'Tests, Surveys, and Pools' page. A red arrow points to the 'Tests' link, which is highlighted with a red box. Below the link are three sections: 'Tests' (describing graded questions), 'Surveys' (describing ungraded data-gathering questions), and 'Pools' (describing reusable question sets).

Step 4. Click Build Test



The screenshot shows the 'Tests' page. A red arrow points to the 'Build Test' button, which is highlighted with a red box. The page title is 'Tests' and it includes a description: 'Tests are a means of assessing student performance. [More Help](#)'. Below the buttons, it says 'Click **Build Test** to start.'

Step 5. Enter the **name** for the Test



1. **Test Information**

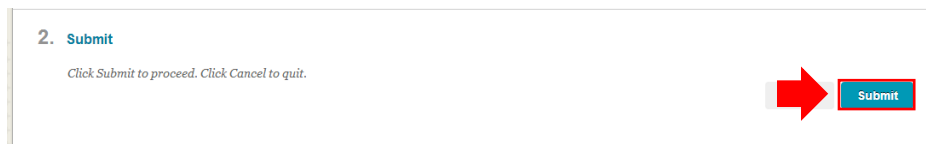
* Name

Description

B **I** **U** Arial 3 (12pt) **T** **☰** **☰** **☑** **🔗** **🔗** **🔗**

Path: p Words: 0

Step 6. Click **Submit**.

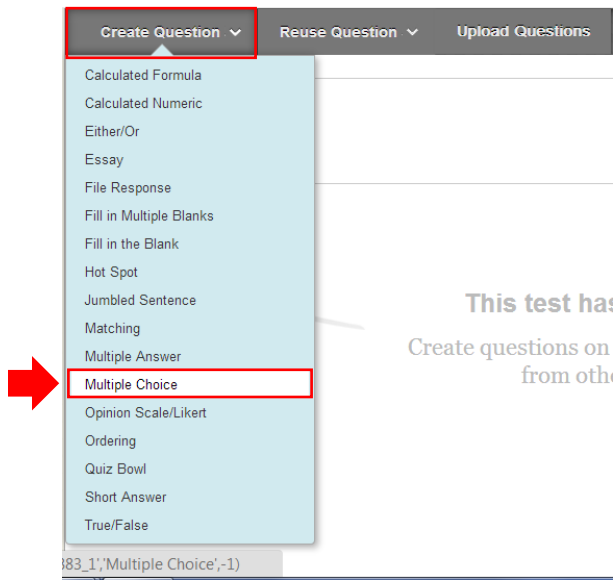


2. **Submit**

Click Submit to proceed. Click Cancel to quit.

➔ **Submit**

Step 7. Hover over to **Create Question** and select the type of question (e.g. **Multiple Choice**)



Step 8. Fill out question information; be sure to select the **Correct Answer** and **Submit**.

1. **Question**

Question Title

* Question Text

T T T Arial 3 (12pt) **T** **☰** **☰** **☑** **🔗** **🔄**

What should you base your career of choice on?

Path: p

3. **Answers**

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

Number of Answers

Correct

Answer 1

T T T Arial 3 (12pt) **T** **☰** **☰** **☑** **🔗** **🔄** **📄** **🔍** **📄**

your friend's choices

Path: p

Words:3

Answer 2

T T T Arial 3 (12pt) **T** **☰** **☰** **☑** **🔗** **🔄** **📄** **🔍** **📄**

your interests

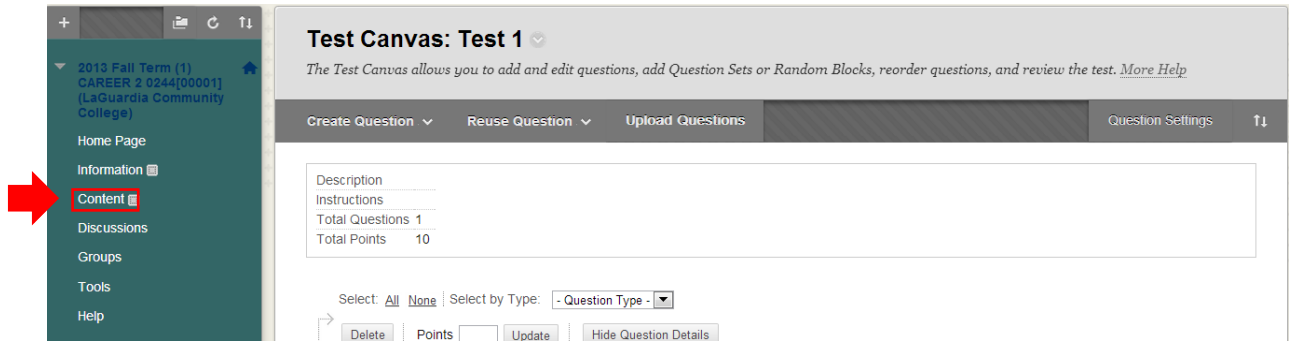
Step 9. Click **Submit** when finished

4. **Submit**

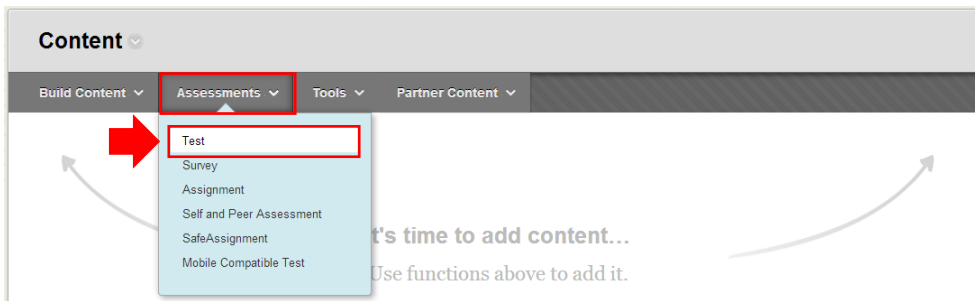
Click **Submit** to proceed. Click **Cancel** to quit.



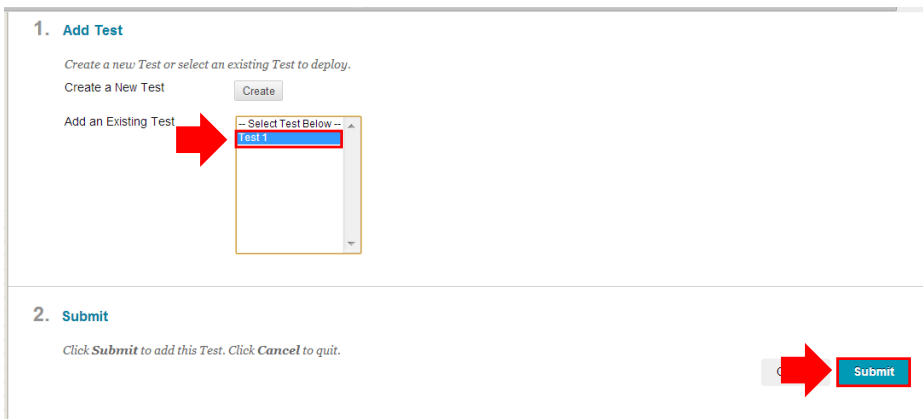
Step 10. To deploy the test under assignments click on **Content Menu Link**



Step 11. Hover over **Assessment**, and then select **Test**.



Step 12. Select your **Test** and hit **Submit**.



Step 13. Under test availability **Make Link Available** then fill in any specifications

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

Once started, this test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Minutes

Auto-Submit

- OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Step 14. Click **Submit**

8. Submit

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>