

# Adding Questions to an Assessment in Blackboard

## Adding Questions to an Assessment in Blackboard

To add questions to an assessment in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the Assessment group of the Control Panel will be different Managers for creating different types of assessments. Click on the Test Manager link to begin.

1. Click on **Control Panel**
2. Click on **Test Manager** in the *Assessment box*

The screenshot shows the Blackboard interface for the course 'DL-101: Instructor Development - Justin Busch (Instructor)'. The 'Assessments' link in the 'Assessments' section is highlighted with an arrow.

Content Areas		User Management	
<a href="#">Course Information</a>	<a href="#">Grade Book</a>	<a href="#">List / Modify Users</a>	<a href="#">Enroll User</a>
<a href="#">Adding Content</a>	<a href="#">Course Documents</a>	<a href="#">Create User</a>	<a href="#">Remove User</a>
<a href="#">Assessments</a>	<a href="#">External Links</a>	<a href="#">Batch Create Users for Course</a>	<a href="#">Manage Gro</a>

Course Tools		Assessment	
<a href="#">Announcements</a>	<a href="#">Send E-mail</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Course Calendar</a>	<a href="#">Collaboration</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook V</a>
<a href="#">Staff Information</a>	<a href="#">Digital Drop Box</a>	<a href="#">Pool Manager</a>	<a href="#">Course Stati</a>
<a href="#">Tasks</a>	<a href="#">Glossary Manager</a>		
<a href="#">Discussion Boards</a>	<a href="#">Messages</a>		

Course Options		Support	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>	<a href="#">Support</a>	
		<a href="#">Manual</a>	
		<a href="#">Contact System Administrator</a>	

3. Click the **Modify** button to add questions to the assessment

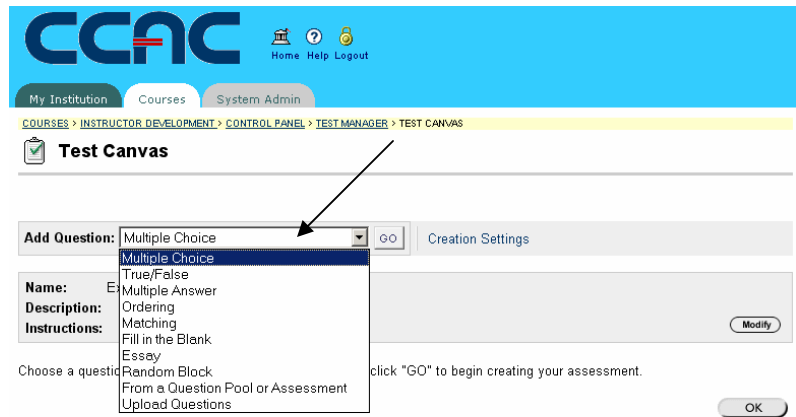
The screenshot shows the Blackboard Test Manager interface. The 'Modify' button for the 'Example Test' is highlighted with an arrow.

Create new tests and modify existing Tests. Test results are recorded in the Gradebook. Please note that once a Test is created, it is not available to students until it is added to a Content Area.

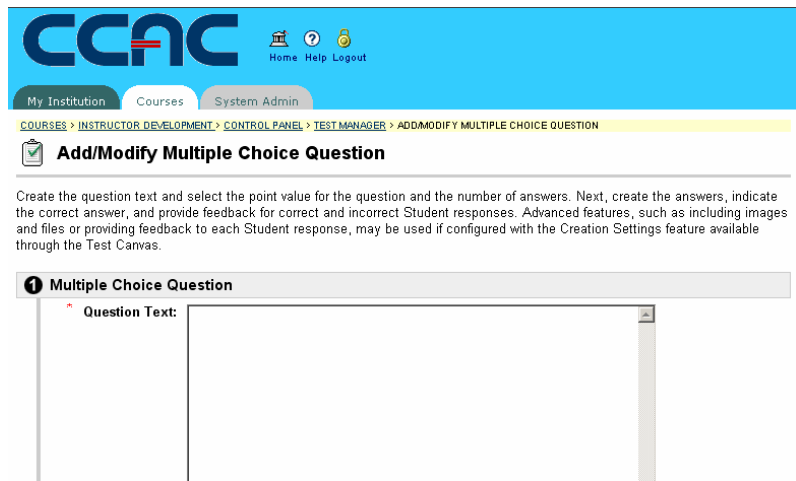
[Add Test](#)

Name	Deployed	Date	Modify	Remove
<input checked="" type="checkbox"/> Example Test	No	June 20, 2005	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> mmm	No	June 22, 2005	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Sept. 15 Quiz	No	June 28, 2005	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Session 1: Quiz 1-1	Grade Book	November 8, 2001	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Bb 10 question example exam	No	August 12, 2004	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Example test	No	March 15, 2005	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Exam 13	No	June 28, 2005	<a href="#">Modify</a>	<a href="#">Remove</a>

4. Choose a *Question Type* from the **Add Question** drop-down menu, then click **GO**



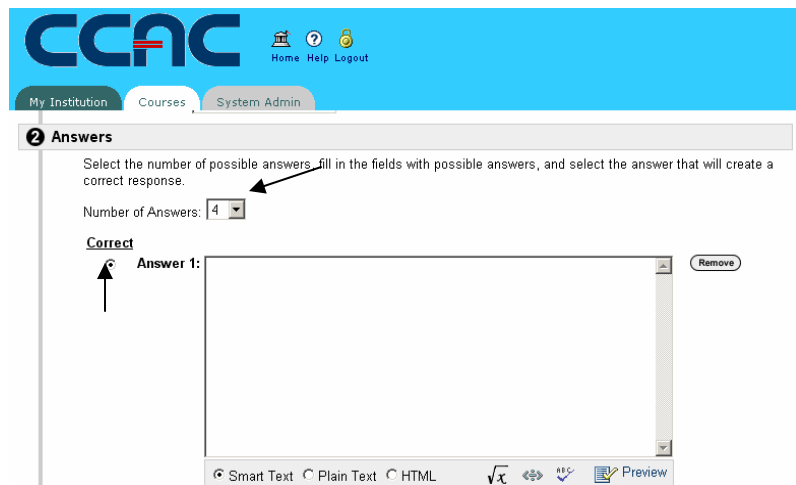
5. Enter the question in the **Question Text**
6. Add a **Point Value** if the field is blank



7. Choose the *Number of Answers* from the drop-down menu if it is different from the number of questions needed

Enter one answer per **Answer** box

Click the circle (radio button) next to the **Correct Answer**



8. Optional: Add **Feedback** for a **Correct Response** and **Incorrect Response** that will display once the student completed the exam

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### Feedback

Enter a response to a correct answer and a response to an incorrect answer.

**Correct Response:**

Smart Text Plain Text HTML  $\sqrt{x}$   $\leftrightarrow$   $\updownarrow$  Preview

**Incorrect Response:**

Add additional questions by following steps 4 through 8

9. Click the **OK** button when finished adding questions

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COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > TEST MANAGER > TEST CANVAS

### Test Canvas

Add Question: Multiple Choice GO Creation Settings

Name: Example Test  
Description:  
Instructions: Modify

[Add Question Here](#)

Question 1 Multiple Choice 10 points Modify Remove

**Question:** Students taking a distance learning course (3 credits) are expected to spend approximately how much time on the course per week?  
**Answer:** 2-3 hours