

Creating an Assessment in Blackboard

Creating an Assessment in Blackboard

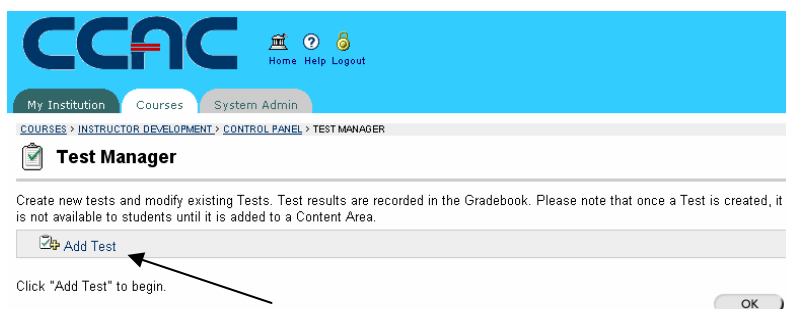
To create an assessment in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

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*



3. Click the **Add Test button** to create a new assessment
(It is also possible to Modify existing exams)



- Under *Test Info*, type in the **Name** of the assessment

(This will be the name displayed when it is deployed in the course and in the grade book)

- Description** and **Instructions** are optional
- Click **Submit**

CCAC Home Help Logout

My Institution Courses System Admin

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

Test Info

Record the name, description, and instructions for a new Test. Test questions are added through the Test Canvas, which appears after clicking Submit.

* Required Field for Point Entry

1 Test Info

Name:

Description:

The **Test Canvas** allows you to modify the *Creation Settings* of questions, *Add Questions*, and *Modify* existing questions for the current assessment.

CCAC Home Help Logout

My Institution Courses System Admin

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

Test Canvas

Add Question: Multiple Choice GO Creation Settings

Name: Example Test

Description:

Instructions:

Choose a question type from the "Add Question" menu and click "GO" to begin creating your assessment.

- The options set in **Creation Settings** will only affect questions added to the exam after any changes are made
- Click **Submit** to accept changes

CCAC Home Help Logout

My Institution Courses System Admin

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

Test Creation Settings

1 Creation Settings

Display the following options during the creation of this test

- Provide feedback for individual answers
- Add images, files, and URLs to questions
- Add images and files to answers
- Add categories and keywords to questions
- Specify default point values for questions

Default point value:

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.