

## Creating a Test from a Question Pool

- Enter the course's **Control Panel**
- Click **Test Manager** in Assessment
- Click **Add Test**
- Provide the **Name**
- And **Description** and/or **Instructions**
- Click **Submit**

**1 Test Information**

\* **Name** Mandatory Blackboard Post-test

**Description**

Normal 2 Arial **B** *I* U ~~S~~  $x_2$   $x^2$  [List Bulleted] [List Numbered] [List None] [List Indent] [List Outdent] [List Undo] [List Redo]

Blackboard has been upgraded and to help ensure your success when using the Blackboard Course Management System in this class; we have compiled 10 common Blackboard questions. This mandatory post-test can be taken 3 times.

Before taking this post-test, it is highly recommended to complete our Distance Learning and Blackboard Online Orientation, located at [http://www.pvcc.edu/center\\_for\\_excellence/orientation/](http://www.pvcc.edu/center_for_excellence/orientation/)

Path: [body](#)

Save as Reusable Object

- On the Test Canvas, click the **Add** drop down menu
- Choose **Random Block**
- Now click the **GO** button

**Test Canvas**

Add, modify, and remove questions. Select a question type such as feedback and images, are available for question

**Add** Calculated Formula

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block**
- From a Question Pool or Assessment
- Upload Questions

- From the Add/Modify page, choose which Pool to select questions from  
\*The page will hiccup and refresh itself\*
- Now check- mark the question types to import
- Type the **Number of Questions to Import** and the **Points per Question**
- Click **Import**

Search the Pools below:

All (15)       True/False (5)

Multiple Choice (6)       Matching (0)

Multiple Answer (3)       Ordering (0)

Fill in the Blank (0)       Essay (1)

Calculated Formula (0)       Calculated Numeric (0)

File Response (0)       Hot Spot (0)

Fill in Multiple Blanks (0)       Jumbled Sentence (0)

Opinion Scale/Likert (0)       Short Answer (0)

Either/Or (0)       Quiz Bowl (0)


Number of questions to import  ←

Points per question  ←

- You should something like this now --

Random Block		10 points
Source	Mandatory Blackboard Orientation Post-test	
Question types	<input checked="" type="checkbox"/> All	<input type="checkbox"/> True/False
	<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Matching
	<input type="checkbox"/> Either/Or	<input type="checkbox"/> Multiple Answer
	<input type="checkbox"/> Ordering	<input type="checkbox"/> Fill in the Blank
	<input type="checkbox"/> Essay	<input type="checkbox"/> Calculated Numeric
	<input type="checkbox"/> Calculated Formula	<input type="checkbox"/> File Response
	<input type="checkbox"/> Fill in Multiple Blanks	<input type="checkbox"/> Jumbled Sentence
	<input type="checkbox"/> Hot Spot	<input type="checkbox"/> Opinion Scale/Likert
	<input type="checkbox"/> Quiz Bowl	<input type="checkbox"/> Short Answer
Number of Questions 10		

## Deploying the Test!

- From the **Control Panel** select the section location where students will find the test (i.e. Course Documents, Assignments)
- Click the **+Test** button 
- From the **Add Test** page, select the test to make available and click **Submit**
- Now click **Modify Test Options** (second link)
- There are several options to choose  
\*Be sure to **Make the Link Available** so students can take the test\*
- Click **Submit** and then **OK**