How to Create a Test Link on Blackboard

- This guide will go over how to create a Test Link on Blackboard so that students may complete the exam in your course, and receive a grade in your course’s Grade Center.

- Blackboard will automatically grade exams ONLY if they consist of Multiple Choice questions and/or True & False questions. All other question types must be manually reviewed and graded by the instructor.

- Setting a Due Date will prevent the auto-grading of those questions if a student submits after the specified Due Date.
1. Log in to the Course on Blackboard. Go to a **content area** in your course where you want the **Test Link** to appear to students. In this example, we will create the **Test Link** in the **Course Documents** content area.
2. Move your mouse cursor over **Assessments**, and click **Test**.
3. First, we need to create the Test Link itself. Click *Create*. 
4. Enter a **Name** for the Test Link.

**OPTIONAL:** Enter a Description of the Test

**OPTIONAL:** Enter Instructions for the Test

Click **Submit** on the bottom right to finalize.

This is the title of your exam link as it appears to students.

This text will appear below the Title. Could be used for showing test instructions, or other details.

Text entered here will appear to students before beginning the exam.
You will now see the Test Canvas page where you are able to create questions.

For this example we will create **two questions** for this exam. One will be a **Multiple Choice** question, and the other will be a **True & False** question. Go to the next step to learn how to create a question.
5. Move your mouse cursor over **Create Question**, and a list will appear. For the example in this guide, we will create a **Multiple Choice** type question. Click **Multiple Choice** on the list.
6. As you scroll down this page, follow along with the instructions on the right...

**Create/Edit Multiple Choice Question**

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question.

**QUESTION**

1. **Question Title**: Enter the question you are asking your students here.

2. **Question Text**: Enter the question. For the toolbar, press ALT+F10 (PC) or ALT+F10 (Mac).

3. **OPTIONS**
   - **Answer Numbering**: None
   - **Answer Orientation**: Vertical
   - **Allow Partial Credit**: Off
   - **Show Answers in Random Order**: Off

**Randomize** the order answer selections presented for this question.

Not necessary to fill in.
7. As you scroll down this page, follow along with the instructions on the right...

Change this number to match the number of possible answer selections for the question.

Type in the first possible answer selection.

Let Blackboard know which of your answer selections is the **CORRECT** selection by clicking the circle next to the **CORRECT** selection.

Do not select Answer 2 to be the Correct response for every question. Student’s will catch on!

Type in the second possible answer selection.

Scroll down...
8. As you scroll down this page, follow along with the instructions on the right...

Type in the third possible answer selection.

Type in the fourth possible answer selection.

For the purpose of this guide, we will click **Submit**, so we can select a True & False question type next. But, if you intend on making more **Multiple Choice** questions in a row, click **Submit and Create Another**.
9. We are brought back to the Test Canvas page. Before we create a new question, review the information below:

You can change the point value per question by clicking on the number you see next to **Points**.

Type in the new point value.

Questions you create will appear on this list in descending order.

Please note that you can review your answer selections here, and double check if the **CORRECT** selection is configured properly.

**Continue to the next step...**
10. Move your mouse cursor over **Create Question**, and a list will appear. Next, we will create a **True & False** type question. Click **True/False** on the list.
11. As you scroll down this page, follow along with the instructions on the right...

Enter in the question text for the question you are asking your students.

Select whether the CORRECT answer is true or false by clicking the circle next to that selection.

For the purpose of this guide, we will click Submit. But, if you intend on making more True/False questions in a row, click Submit and Create Another.
12. We are brought back to the **Test Canvas** page.

As you add more questions they will appear below the previously created question.

Be sure to adjust any **point values** to meet your needs.

Click **OK** on the bottom right when you are ready for the next step.
13. We are brought back to the **Add Test** page. This time, you’ll see the test created in the previous steps under **Add an Existing Test**. Click **the title of your exam** on that list to highlight it in blue, and click **Submit** on the bottom right.
14. As you scroll down this page, fill in the fields below marked in red.

This is the title of your exam link as it appears to students.

This text will appear below the Title. Could be used for showing test instructions, or other details.

Leave this selected as No.
15. As you scroll down this page, fill in the fields below marked in red.

**Edit the Test Options** page descriptions continued...

- **Make available to students**
  - Yes
  - No

- **Add a new announcement for this test**
  - Yes
  - No

- **Multiple Attempts**
  - Allow Unlimited Attempts
  - Number of Attempts

- **Score attempts using**
  - Last Graded Attempt

- **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.
  - 120 Minutes
  - Auto-Submit
    - OFF
    - ON

If the exam is ready to be administered, select **YES**. Otherwise students will not see the Exam link.

Exams allow for one submission per student, unless you select multiple attempts. You can enter a specific number of attempts allowed, or allow an unlimited number.

Leave this option unchecked.

Timers begin when a student is presented with the first question of an exam.

If students leave the exam page, the timer continues.

**Auto-Submit** should be **ON**. This will save the student’s progress at the time and submit the exam to the Grade Center once the time is up.
You are able to Select Date and Time Restrictions for all course material posted on Blackboard. Please note you must select YES for “Make Available to Student” under Test Availability for the Date and Time Restrictions to work.

For example, you can configure each Exam link you create to schedule when the exam link will appear and disappear from Student’s view. Exam links will appear for students at the set Date / Time under Display After, and disappear at the set Date / Time of Display Until.

Click the boxes to the left of Display After and Display Until to activate those features.

In this example, I will configure this Exam link to Display After on November 11th, 8:00 AM. It will be available (or will Display Until) November 9th, at 8:00 AM. So students would have a full 24 hours to take the exam.

No need to enter a password.
**Edit the Test Options** page descriptions continued...

**Test Availability Exceptions**

Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the test.

You can use this feature to give extra time to students who require an accommodation.

Click **HERE** to learn more.

**Due Date**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked Late.

Leave this unchecked.

Adding a due date will prevent Blackboard from auto-grading your exam.
Do not change these options.
Edit the Test Options page descriptions continued...

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students: such as scores, answers, and feedback for each question.

<table>
<thead>
<tr>
<th>WHEN</th>
<th>SCORE PER QUESTION</th>
<th>ANSWERS</th>
<th>FEEDBACK</th>
<th>SHOW INCORRECT QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Submission</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- Choose... | | | | | |

You can use this feature to show students the correct answers on an exam, which questions they answered incorrectly, and more.

Click [HERE](#) to learn more about Test Results and Feedback to Students.

**TEST PRESENTATION**

You can present all of the questions of the exam on one web page (All at Once), or One at a Time.

- Randomize Questions
  - Randomize questions for each test attempt.

Selecting this randomizes the order of questions on the exam for each student.

Click **Submit** to finalize your Test Options.
Success! You have completed the process of creating a Test Link on Blackboard. Students will click the title of the link, marked in red below, to begin the exam.

For an example of how exams appear to students, along with a list of Best Practices for taking exams on Blackboard click HERE.