

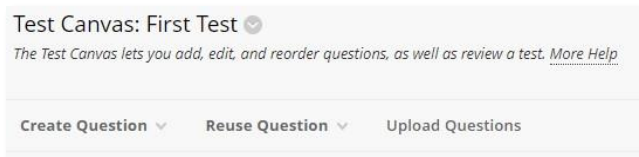


Build, Import, and Deploy Tests

This guide will walk you through how to build, import and deploy tests within Blackboard.

Build & Import Tests

1. **Build Test:** Click on Tests and choose Build Test. Add a title, description, and instructions and click Submit. From there, you can choose to Create Questions, Reuse Questions (from a previous test or a pool), or Upload Questions (from a file that must be in the proper format).



2. **Import Test:** Click on Tests and choose Import Test. Browse to find the file that contains the test you want to Import. The tests must be in the proper format. A previously created test can be Exported and then Imported. A test can also come from the textbook publisher.

Add Questions to Tests

1. **Create Question:** There are several types of question types to choose from including, multiple choice, essay, short answer, matching, fill-in-the-blank, and true/false.
2. **Reuse Question:** Use this option to add existing questions to the test.
 - a. *Create Question Set:* This is a group of questions that is selected from a question pool. These questions can be individually selected, and the number of questions that are displayed to the student is selected from the total number of selected questions. These questions are selected randomly and from the pool and are in a different for every student.
 - b. *Create Random Block:* Questions are randomly retrieved from the selected pool based on the question type and the number of questions available from a pool only. The instructor does not select specific question.
 - c. *Find Questions:* Add individual questions by searching a question pool.
3. **Upload Questions:** Questions can be uploaded, but they must be in a specific format. Once uploaded, questions can be edited.

Deploy Tests in a Course

1. Create a Content Area for the test. Open the Content Area and click on the drop down next to Assessments. Choose Test.
2. The test can be created from there or you can choose from an existing test.
3. Select the test that has been created and click Submit. Once the test is deployed, test settings will be displayed and can be modified as needed.