

BLACKBOARD: WORKING WITH TEST BANKS AND TEST CREATION

You may have noticed that working with tests in Blackboard is an important task that can sometimes be a bit time-consuming. It is important for designers to be able to create and work with test-related items to help SMEs.

With this in mind, please complete all the listed below items in your Blackboard sandbox shells ([username]_sandbox and [username]_sandbox – create it if you have not already done so).

GET STARTED

1. **Create** the following folder in “Course Content” of your sandbox shell: “Test Banks and Test Creation”
2. **Review** the following tutorials for general information on working with Blackboard test banks and tests:
 - a. GENERAL TRAINING SANDBOX: Course Content > 8 -- Quiz Changes > Blackboard Tutorials. In particular:
 - i. “Tutorial: Creating and Editing Tests and Quizzes”
 - ii. “Tutorial: Publishing Tests and Quizzes”
 - iii. “Screencast: Test Bank and Quiz Details”
 - b. Blackboard Inc.: https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys
 - c. Attached information provided by our internal partner

CREATE A TEST BANK DIRECTLY IN BLACKBOARD

The following Blackboard Inc. page might be helpful as you work on this section:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Question_Pools_Banks.

1. **Create** a test bank titled “[Your name] Bank 1 - Created in Bb”
2. **Create** 1 question for the following question types:
 - a. Multiple Choice (MC) - provide at least 3 answer options
 - b. True/False (TF)
 - c. Essay
 - d. Short Answer
 - e. Multiple Answer - provide at least 3 answer options

IMPORT/UPLOAD A TEST BANK TO BLACKBOARD

The following Blackboard Inc. page might be helpful as you work on this section:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Import_or_Export_Tests_Surveys_and_Pools.

Sometimes publishers will provide test banks in Blackboard format, which removes the step of formatting Word documents in Respondus format. As a norm, check for publisher-provided test banks on their instructor/textbook companion websites. If you can't find anything, feel free to check with the publisher representative/s for the course subject matter. These are usually listed on the publisher websites.

1. **Upload** chapter 1 and 2 of the attached, publisher-provided test banks to your Blackboard sandbox.
 2. **Rename*** each bank, using the following naming convention:
COUR123_Ch_##_PUB/SME_mmyyyy (e.g., PSYC101_Ch_13_SME**_012025***)
- It is a good idea to name the banks with the correct naming format before uploading, but it is also good to know how to rename banks that are already in Blackboard, since this is sometimes necessary.

** "PUB" indicates that the questions were created by a publisher. "SME" indicates that most or all of the questions were created/edited by the SME.

*** The month and year in which the test bank is being handled for Bb upload. This information helps with keeping track of test bank changes.

EDIT TEST BANK QUESTIONS IN BLACKBOARD

The following Blackboard Inc. page might be helpful as you work on this section:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Question_Pools/Banks#existing.

1. **Open** the provided chapter 1 test bank.
2. **Edit** the "Question Text" of question 1 to read as follows: "This test question has been edited by [your name]."
3. **Ensure** that the correct answer is set to answer option #1.

CREATE AND DEPLOY A TEST BANK TO BLACKBOARD

The following Blackboard Inc. page might be helpful as you work on this section:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Random_Block.

1. In your “Test bank and Test Creation” folder, **create** a test titled “[Your name] Test 1 - Publisher Banks”.
2. **Review** the following test parameters and use them as you create the test.
 - a. **Number of questions in test:** 30 (15 from each chapter)
 - b. **Total point value of test:** 45 points
 - c. **Type of questions (True/False, Multiple Choice, etc.):** Multiple choice only
 - d. **Time allotted:** 45 minutes
3. Using one Random Block for each chapter, **populate** the test with questions, keeping in mind the parameters from step 2.
4. **Deploy** the test in your “Test Banks and Test Creation” folder.
5. **Ensure** that the standard test settings described in the “Screencast: Test Bank and Quiz Details” video are set.
6. **Ensure** that the test “Description” and “Instructions” in the Test Canvas are updated with the previously provided information.

Please let me know if you have any questions, and let me know when you have completed all of the above. Thank you!