

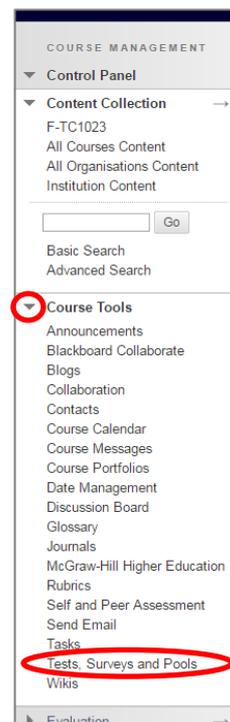
# Multiple Choice Test

You can create tests to assess student knowledge by adding a number of question types, including Fill in the Blank, Fill in Multiple Blanks, True/False, Matching, Calculated, Short Answer and many more.

This document will guide you through the creation of a Multiple Choice Test.

## Create a Test

1. In the Course Management Control Panel click on the **Course Tools** link and select **Tests, Surveys and Pools**.



2. Click on the **Tests** link.

**Tests**  
*Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be de automatically.*

**Surveys**  
*Surveys are not graded and Student Responses are anonymous. They are useful for gathering data from students th*

**Pools**  
*Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing*

- Click on the **Build Test** button.



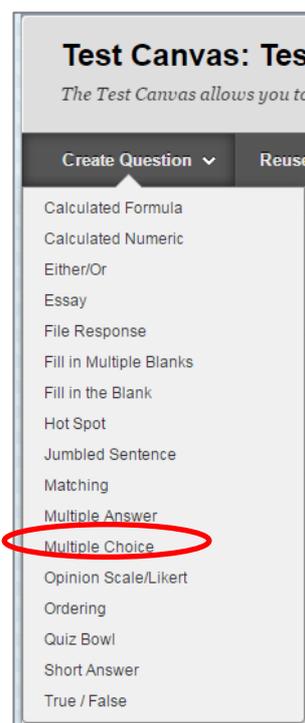
- Test Information**  
Fill in the required details and click the **Submit** button.

Note: Fields marked with a \* are mandatory.

- This will bring you to the Test Canvas page.

Click on the **Create Question** drop down menu and select the type of question you want to create; e.g. **Multiple Choice** question.

Further information on the functions of each question type is available here: [Blackboard Question Types](#)



## 6. Question

Type question in the text box.

## 7. Options

Choose your options' preferences.

## 8. Answers

Select the number of answers you require from the drop down and enter answer choices in each of the answer boxes.

9. Select the correct answer by checking the circle next to the relevant answer box.

## 10. Feedback

Provide feedback by filling in the Correct and Incorrect Response fields.

11. Once done click the **Submit** button (this will bring you back to the Test Canvas page)

or

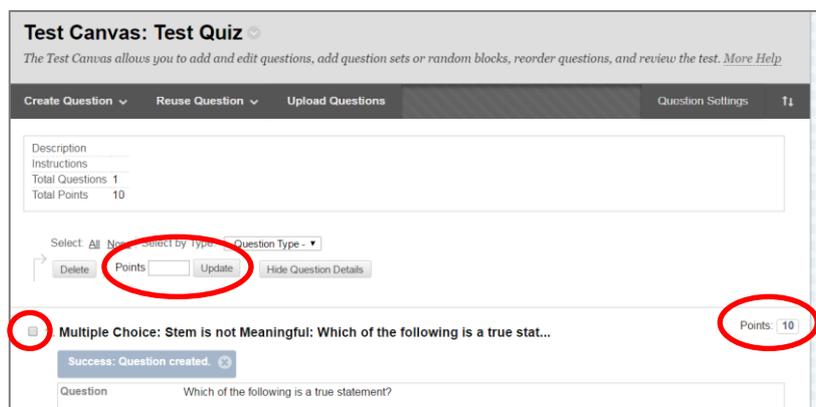
click **Submit and Create Another** button (this will allow you to create another question of the same type).

Submit and Create Another

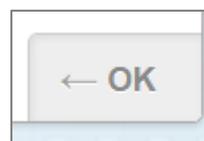
Submit

12. Confirm that you have allocated the correct number of points to each question.

Note: You can update points to multiple questions at the same time by selecting the relevant check boxes next to each question, typing the value in the Points box and clicking the **Update** button.

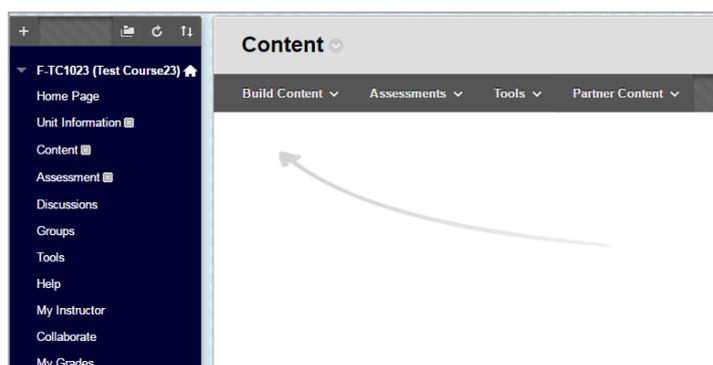


13. Once you have finished adding all your questions click on the **OK** button.

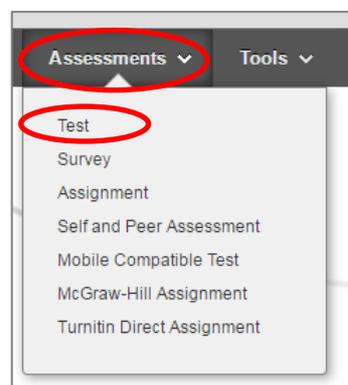


## Making the Test Available

1. Navigate to the area you want the test link to appear.



2. Click on the **Assessment** drop down menu and select **Test**.



3. Select the Test you want to link to and click on the **Submit** button.

**ADD TEST**

*Create a new test or select an existing test to deploy.*

Create a New Test

Add an Existing Test 


- Test Quiz

*Click **Submit** to add this test. Click **Cancel** to quit.*

4. Modify the Test Availability options to suit your preferences.
  - a. Ensure that the **Make the Link Available** option has been switched to yes.
  - b. **Add a new announcement:** Set this to yes if you'd like an announcement to go out to students for this test.
  - c. **Number of Attempts:** Select the number of attempts and which attempt's score to use in the Grade Centre.
  - d. **Force Completion:** Select this if you only want students to be able to access the test once. They may save questions but are unable to exit and re-enter the test.

**TEST AVAILABILITY**

Make the link available  Yes  No

---

Add a new announcement for this test  Yes  No

---

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

---

Score attempts using

Force Completion

*Once started, this Test must be completed in one sitting.*

*Note: It is best not to use this option if you are only allowing one attempt; there are too many variables that*



could result in a student being dropped-out of the test. Alternatively you can set a timer so that students are able to re-enter the test (provided there's still time available) if they accidentally exit or drop out of the test.

- e. **Set Timer:** Set the completion time. This option also records the student's completion time. Students will see the timer option before they begin the test.

**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.*

60 Minutes

Auto-Submit

OFF  ON

*OFF: The user is given the option to continue after time expires.*

*ON: Test will be saved and submitted automatically when time expires.*

You can choose to have the test Auto-Submit which will save and automatically submit the test once the time expires.

- f. **Password:** You can set a student access password for a test or survey. Passwords have a limit of 15 characters and are case sensitive.

**Password**

*Require a password to access this test.*

- g. **Test Availability:** There are times when you will want to provide support to a student who has a disability or those students with special considerations. You can make exceptions for individual students or groups using existing availability settings.

**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.*

- h. **Due Date:** Set a due date to include that test or survey in a grading period and on the calendar.

**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**.*

**Due Date**

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

**Do not allow students to start the Test if the due date has passed.**

*Students will be unable to start the Test if this option is selected.*

To prevent late submissions select the check box for “**Do not allow students to start the Test/Survey if the due date has passed**”. If

you allow late submissions they will be identified as late to the instructor.

- i. **Self-Assessment Options:** By default, a deployed test is included in Grade Centre calculations. However, you can allow students to take tests for review or practice without impacting Grade Centre calculations.

**SELF-ASSESSMENT OPTIONS**

*If this test is a self-assessment, choose to include or hide the scores in the Grade Centre. NOTE: If an instructor decides to include the test in the Grade Centre after it was hidden, all prior attempts will be deleted.*

**Include this Test in Grade Centre score calculations**  
*Grade Centre items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade-weight calculations will be skewed.*

**Hide results for this test completely from the instructor and the Grade Centre**  
*If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.*

- j. **Results and Feedback Options:** Set which results and feedback are available to students after they complete a test or survey.

*Note: Students can always see their overall test scores. You can't change that option from this page. If you don't want them to see their scores yet, access the Grade Centre column's menu and hide the column from students.*

**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.*

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission ---Choose--- After Submission One-time View On Specific date After Due Date After Availability End Date After Attempts are graded	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- k. **Test Presentation:** Select how you want the questions to be presented to students i.e. all questions on one screen, or one question at a time.

Prohibit Backtracking if you don't want them going back to a question they've already answered.

Randomise Questions if you want the questions to display in a random order each time the test is

**TEST PRESENTATION**

**All at Once**  
*Present the entire test on one screen.*

**One at a Time**  
*Present one question at a time.*

**Prohibit Backtracking**  
*Prevent changing the answer to a question that has already been submitted.*

**Randomise Questions**  
*Randomise questions for each test attempt.*

taken.

- I. Once you have finished selecting your option click the **Submit Button**.



5. Your Test is now available for students to access.

