Blackboard Test Quick Start Guide

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Introduction

Ultra Course View

According to Blackboard Help: Create Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests):

- *Assignments and Tests (grouped under Assessments in the Course Content Items panel) share the same user interface and options. Many options in the settings are enabled or disabled based on whether at least one question is included in the assessment.*
- *In practice, instructors use these assessments differently. For example, you might create an assignment with instructions for students to submit a file for a grade. In a test, students may answer a series of questions you've added to the assessment.*

Create tests

- Blackboard Help: Create Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
- Blackboard Help: Question Banks (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/ULTRA_Question_Banks)
- Blackboard Help: Question Pools (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/ULTRA_Reuse_Questions/Question_Pools)

Deploy tests and test options

Please refer to Blackboard Help: Create Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)

Grade tests and test results

- Blackboard Help: Ultra Gradebook (https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Navigate_Grading)
- Blackboard Help: Grade Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Grade_Tests)
- Blackboard Help: Grade Tests With Flexible Grading (https://help.blackboard.com/Learn/Instructor/Ultra/Tests/FlexGradingTests)
- Blackboard Help: Grade History (https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Grade_History)
- Blackboard Help: Question Analysis (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Ultra_Question_Analysis)

Additional tips: Checking before starting tests

- If you don't want to show grades to students after they submit their attempts, please carefully check the assessment settings.
  - Blackboard Help: Create Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
- If the test is copied from another Blackboard Course using "Course Copy" feature:
  - Please refer to the information below to determine whether release conditions are retained when copied from one course to another. Additionally, review the release conditions and assessment settings carefully before making the test available to students.

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        - Blackboard Help: Copy Content from Other Courses (https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Reuse_Content/Ultra_Copy_Content)
        - Blackboard Help: Content Release Conditions (https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Release_Content)
        - Blackboard Help: Create Tests (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Create_Tests)
- If the test is available, you can also access and check the test using "Student Preview". Click here to learn more about "Student Preview".
    - Blackboard Help: Student Preview (https://help.blackboard.com/Learn/Instructor/Ultra/Courses/Student_Preview)

Contact us: elearning@cuhk.edu.hk () / ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk)

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