

Blackboard Test Quick Start Guide

Last Modified on 17/01/2025 11:15 am HKT

Introduction

You can use tests and surveys* to measure student knowledge, gauge progress, and gather information from students.

*Survey questions aren't graded, and student responses are anonymous [△](#)

FAQ: Test VS Assignment

Test:

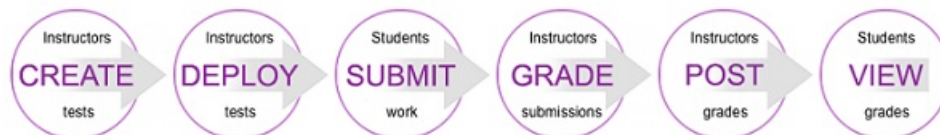
- 17 question types (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Question_Types) (e.g., Multiple Choice Question, Essay, File Response...)
- Test options, such as Timer, Results and feedback options.

Assignment:

- Upload attachment* and/or write submission (*If students need to submit large files, i.e., larger than 200MB, please consider using another tools, e.g., OneDrive, Panopto for video submission.)
- No Timer

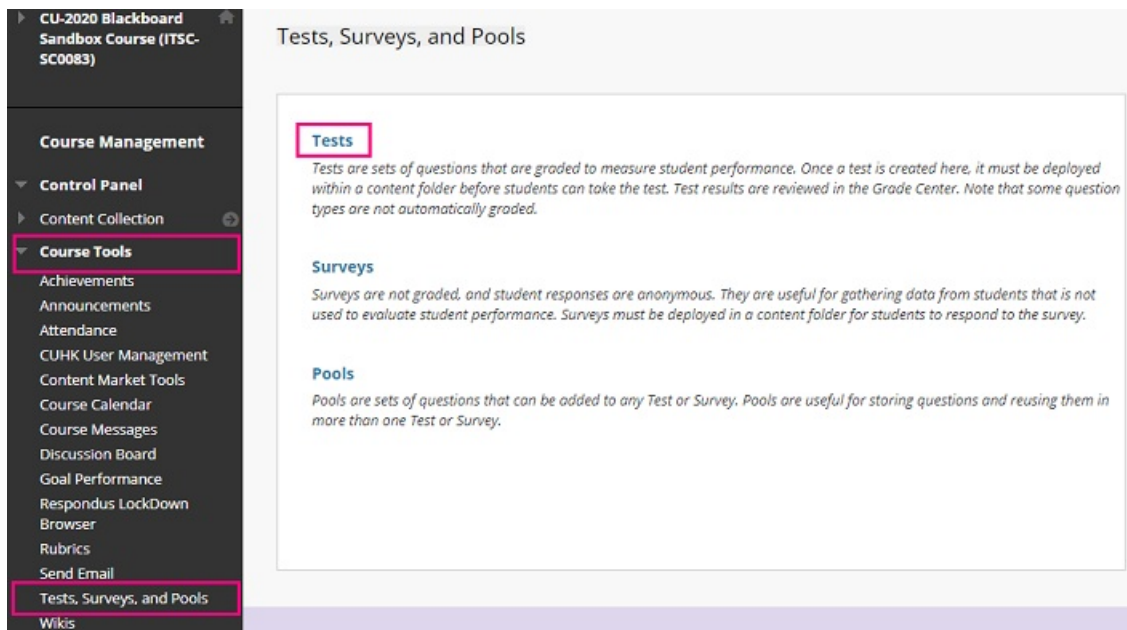
Workflow of Managing Tests

The workflow of managing tests is as follows. (Reference: Blackboard Help: [Test and survey basics](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Create_Tests_and_Surveys#test-and-survey-basics_OTP-1) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Create_Tests_and_Surveys#test-and-survey-basics_OTP-1))

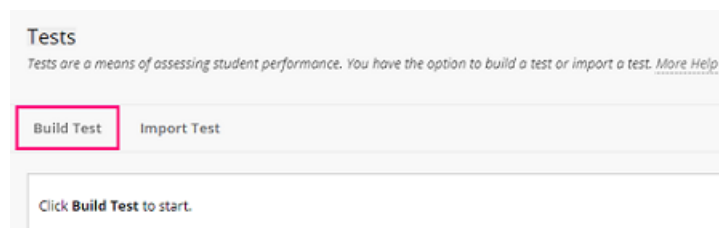


Create tests

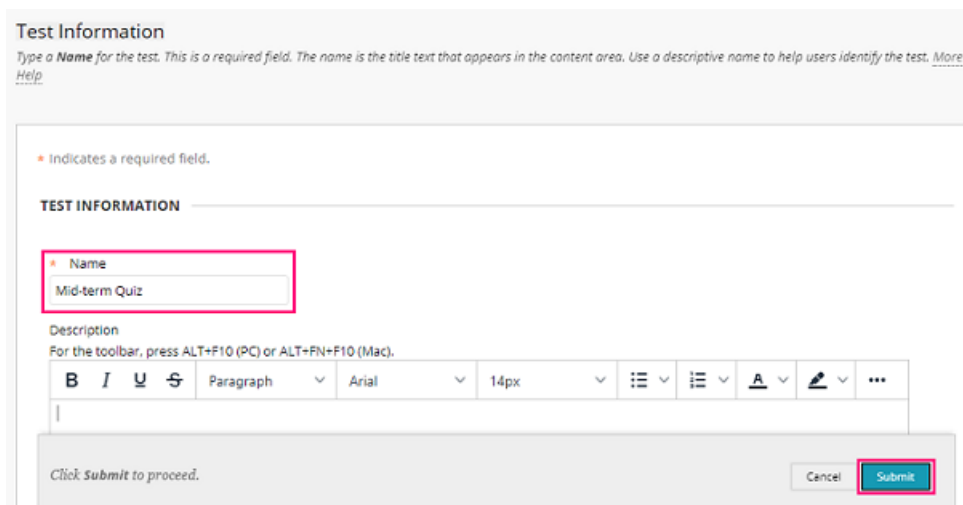
1. Access Blackboard Course > “Control Panel” > “Course Tools” > “Tests, Surveys, and Pools”. Click “Test”.



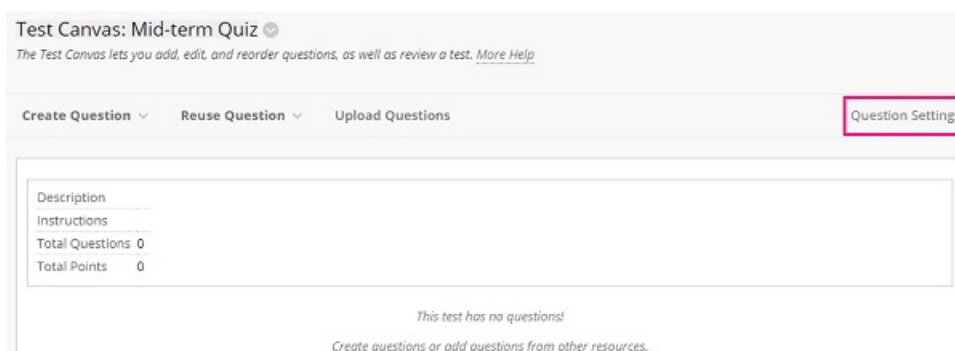
2. Click “Build Test”.



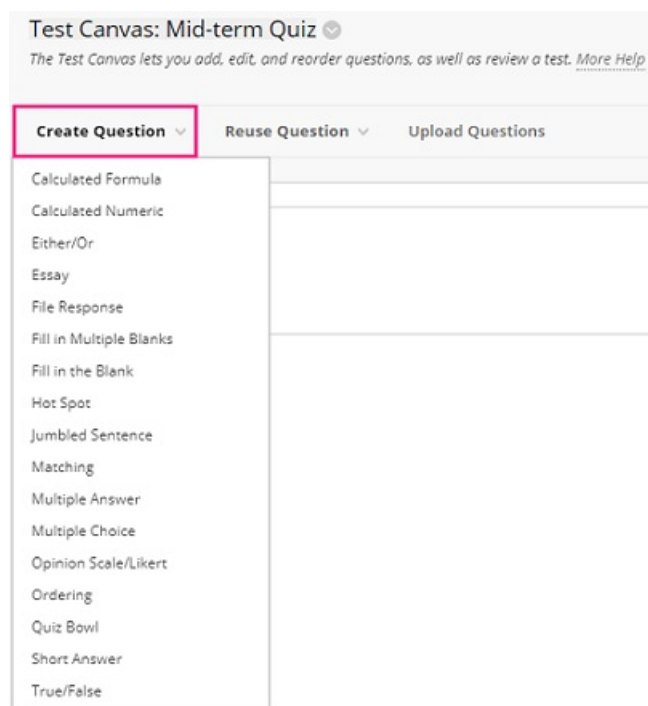
3. On the Test Information page, type a name. Click “Submit”.



4. On the Test Canvas, click “Question Settings” to check and modify the settings.

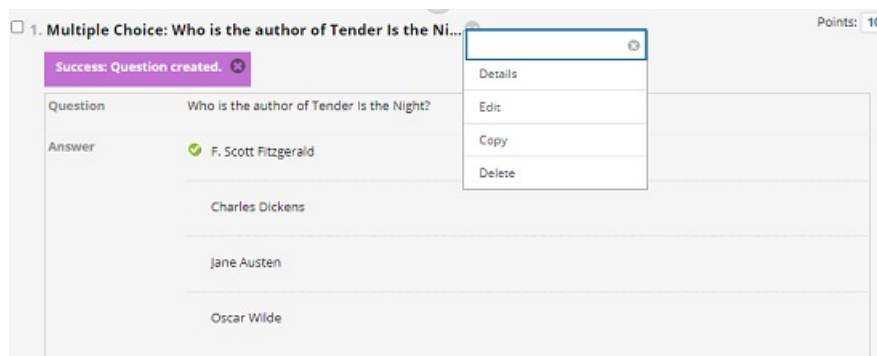


5. Rollover “Create Question”, select the question type (e.g. Multiple Choice, True/False, Essay...).



- If you would like to randomly draw questions from Pool (e.g. draw 30 questions out of 50) so that different students answer different sets of questions, please refer to “Build a Pool” and “Create Question Sets” below.
 - CUHK EdTech Help Center: [Pools and Question Sets](https://help.edtech.cuhk.edu.hk/docs/pools-and-question-sets) (https://help.edtech.cuhk.edu.hk/docs/pools-and-question-sets)
 - Blackboard Help: [Question Pools](https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Pools) (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Pools)
 - Blackboard Help: [Question Sets](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Sets) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Orig_Reuse_Questions/Question_Sets)
 - If a test consists of both automatically graded questions (e.g. MC) and manually graded questions (e.g. Essay), the grade would be shown as “Needs Grading” after the submission, as the manually graded questions do not have grades.
6. On the Create/Edit page, fill in the information. Select “Submit”.

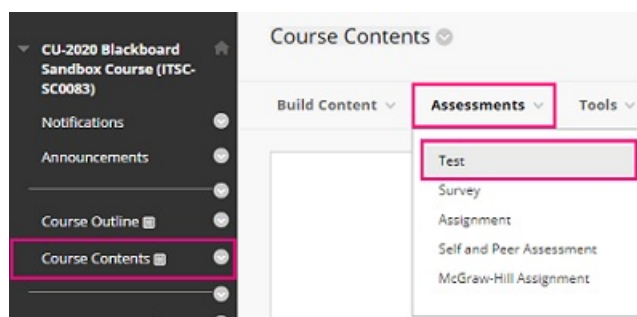
- Questions are created. Check the questions before deploying the test. Questions cannot be deleted when there are attempts in progress .
 - Blackboard Help: [Edit Tests and Questions](#)



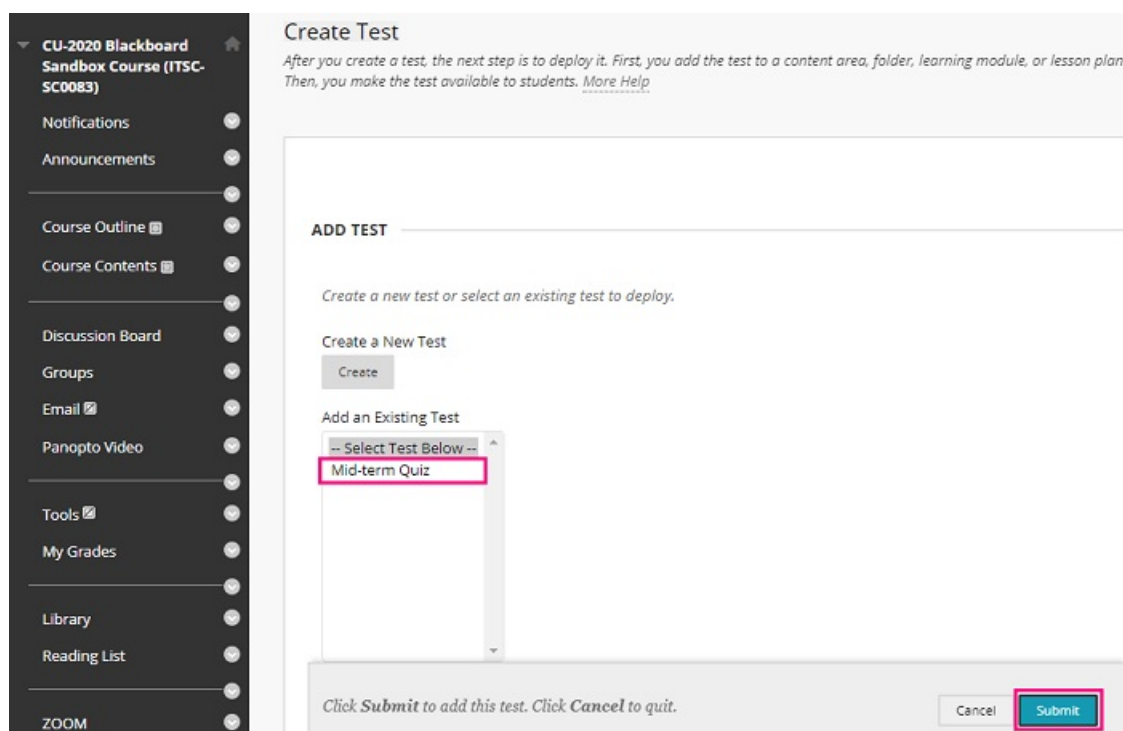
(https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Edit_Tests_and_Questions)

Deploy tests and test options

- Access a Content Area (e.g. Course Contents). Select “Assessments” > “Test”.



- Select the test under “Add an Existing Test”. Click “Submit”.



- Then select “Test Options” on the next page. Please refer to [CUHK EdTech Help Center: Blackboard Online Test Best Practices for teachers and supporting staff](https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff) and Blackboard Help: [Test and Survey Options](#)

Questions: elarning@cuhk.edu.hk

(https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Options) for more about test options. Click "Submit" to deploy the Test for student access.

Grade tests and test results

1. Click "Grade Center", select "Full Grade Center", then select the column you want to grade.

The screenshot shows the Blackboard Grade Center interface. On the left, the 'Grade Center' menu is expanded to show 'Full Grade Center'. The main area displays a table with columns: LAST NAME, FIRST NAME, WEIGHTED TOTAL, TOTAL, and MID-TERM QUIZ. The 'MID-TERM QUIZ' column is highlighted with a red box, and a context menu is open over it, listing various actions such as 'Quick Column Information', 'Send Reminder', 'Edit Test', 'Change Due Date', 'Grade Attempts', 'Grade with User Names Hidden', 'View All Attempts', 'Grade Questions', 'Item Analysis', 'Attempts Statistics', 'Download Results', 'View Grade History', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Hide from students (on/off)', 'Clear Attempts for All Users', 'Sort Ascending', 'Sort Descending', and 'Hide from Instructor View'.

LAST NAME	FIRST NAME	WEIGHTED TOTAL	TOTAL	MID-TERM QUIZ
Fung	Sara	--	10.00	10.00
		--	10.00	10.00
Wong	Peter	--	0.00	0.00

- Blackboard Help: [Grade Tests](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Grade_Tests) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Grade_Tests)
 - Blackboard Help: [Test and Survey Results](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Results) (https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Test_and_Survey_Results)
 - Blackboard Help: [Grade History](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_History) (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_History)
2. You can also ignore an attempt to keep it but omit the score from Grade Center calculations. The attempt isn't counted toward the number of allowed attempts.

- Blackboard Help: [View Grade Details](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grading_Tasks/View_Grade_Details) (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grading_Tasks/View_Grade_Details)

The screenshot shows the Blackboard Grade Center interface. The 'MID-TERM QUIZ' column is highlighted with a red box, and a context menu is open over it, listing various actions such as 'View Grade Details', 'Quick Comment', 'Exempt Grade', and 'Attempt 7/19/21 0.00'.

LAST NAME	FIRST NAME	WEIGHTED TOTAL	TOTAL	MID-TERM QUIZ
Wong	Peter	--	0.00	0.00
		--	10.00	
Fung	Sara	--	10.00	

Grade Details

Jump to...

User **Peter Wong (student13)** < > Column **Mid-term Quiz (Test)** < >

Current Grade: **0.00** out of 10 points Exempt

Grade based on Last Graded Attempt
 Due: None
 Calculated Grade 0.00

View Attempts

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jul 19, 2021 11:53:01 AM	Jul 19, 2021 11:53:04 AM (Completed)	0.00			<div style="display: flex; justify-content: flex-end; gap: 5px;"> Delete Last Attempt Go </div> <div style="display: flex; justify-content: flex-end; gap: 5px;"> View Attempt Clear Attempt Ignore Attempt </div>

Additional tips: Checking before starting tests

- If you don't want to show grades to students after they submit their attempts, hide the grade columns (including the "Total" column) in Full Grade Center.
 - Blackboard Help: [Grade Columns](https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns) (Can I control when students see their grades and feedback?)
- If the test is copied from another Blackboard Course using "Course Copy" feature, check both "Adaptive Release" and "Adaptive Release: Advanced". The outdated Adaptive Release rules from the source course would be copied to the destination course as well. Remove the outdated rules. You can also check the test availability under "User Progress".
 - CUHK EdTech Help Center: [Course Content Access Control - Adaptive Release](https://help.edtech.cuhk.edu.hk/docs/course-content-access-control-adaptive-release)
 - Blackboard Help: [Release Content](https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Release_Content)
 - CUHK EdTech Help Center: [Using "User Progress > Visibility" to check if a course content / test is visible to individual students](https://help.edtech.cuhk.edu.hk/docs/using-user-progress-visibility-to-check-if-a-course-content-test-is-visible-to-individual-students)
- If the test is available, you can also access and check the test using "Student Preview". Click here to learn more about "Student Preview".
 - CUHK EdTech Help Center: [Student Preview](https://help.edtech.cuhk.edu.hk/docs/student-preview)