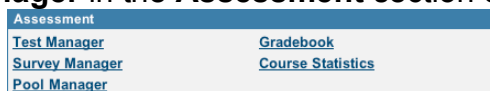



The Test Manager feature creates and organizes tests/quizzes and surveys. Results from a quiz can be graded and recorded in the online GradeBook feature of Blackboard.

Accessing the Test Manager Feature

1. Select and log into the course.
2. Click on the **Control Panel** button on the left side of the screen to view course management options.
3. Click on **Test Manager** in the **Assessment** section of the **Control Panel**.



Adding a Test/Quiz

1. Click on **Add Test.** 
2. Type the name of the test in the **Name** (required) field, enter a Description and Instructions for students in the fields provided.
3. Click on the **Submit** button.
4. Choose a question type (see below) from the **Add Question** pull down list.
5. Click on the **Go** button.
6. Scroll down to the bottom of the page and click on the **Save** button.
7. Repeat above steps 1 through 6 above to add additional questions.

Creation Settings

1. Feedback - Provide feedback for individual answers.
2. Images, Files, and External Links
 - a. Add images, files, and external links to questions.
 - b. Add images, files, and external links to answers.
3. Question Metadata
 - a. Add categories, topics, levels of difficulty, and keywords to questions.
4. Scoring
 - a. Specify default point value for questions.
 - b. Default point value
 - c. Specify partial credit options for answers.
 - d. Provide option to assign questions as extra credit.
5. Display
 - a. Specify random ordering of answers.
 - b. Specify the horizontal or vertical display of answers.
 - c. Specify numbering options for answers.

Question Types

QuickStart

Multiple Choice

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** box next to the correct answer.
4. Click on the **Remove** button next to the Answer if not needed.
5. Scroll down to the bottom of the page and click the **Submit** button.

True/False

1. Type the question into the **Question Text** field.
2. Click on the **Correct Answer** button, next to the Answer Values of True/False.
3. Scroll down to the bottom of the page and click the **Submit** button.

Ordering

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field in the Correct Order.
4. Click on the **Remove** button next to the Answers Values if not needed.
5. Scroll down to the bottom of the page and click the **Continue** button.
6. Choose the **Display Order** from the pull down lists.
7. Scroll down to the bottom of the page and click the **Submit** button.

Matching

1. Type the question into the **Question Text** field.
2. Choose the number of questions in the **Number of Questions** pull down list.
3. Type the questions into the **Question** field(s).
4. Choose the number of answers in the **Number of Answers** pull down list.
5. Type the answers into the **Answer** field(s).
6. Scroll down to the bottom of the page and click the **Continue** button.
7. Match each question item to the correct answer from the **Match** pull down list.
8. Scroll down to the bottom of the page and click the **Submit** button.

Fill in the Blank

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field.
4. Scroll down to the bottom of the page and click the **Submit** button.

Essay

1. Type the question into the **Question Text** field.
2. Enter an example of an answer, to assist graders, in the **Answer** field.
3. Scroll down to the bottom of the page and click the **Submit** button.

From Question Pool or Assessment

1. Click on the pool/assessment in the **Pool/Assessment** field.
2. Click on the **Question Types** box(s).
3. Click the **Search** button.
4. Select the question(s) and click **Submit**.