

## Create Questions in Blackboard Tests

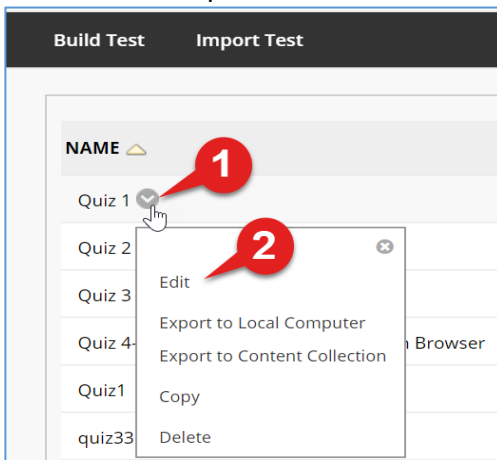
There are different types of questions that you can create in Blackboard. This tutorial demonstrates how to create a multiple-choice question as an example.

For more details about other questions types, you can visit the [questions type on Blackboard help website](#).

First, you need to create a test, or open a test that you have already created earlier.

To open an existing test, from “**Course Tools**”, select “**Tests, Surveys, and pools**” and then select “**Tests**”.

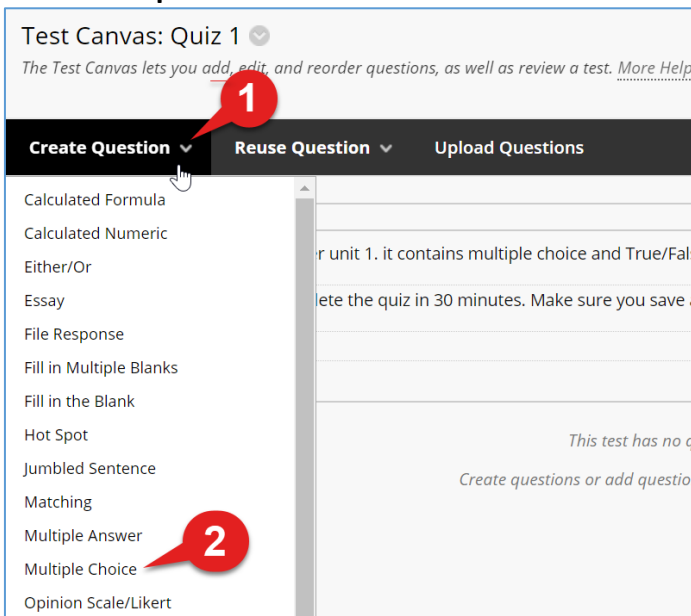
- 1- In the tests page, click the **arrow** next to the test that you want to edit.
- 2- Click “**Edit**” to open the test canvas.



## Add a Question

In the “Test Canvas” page:

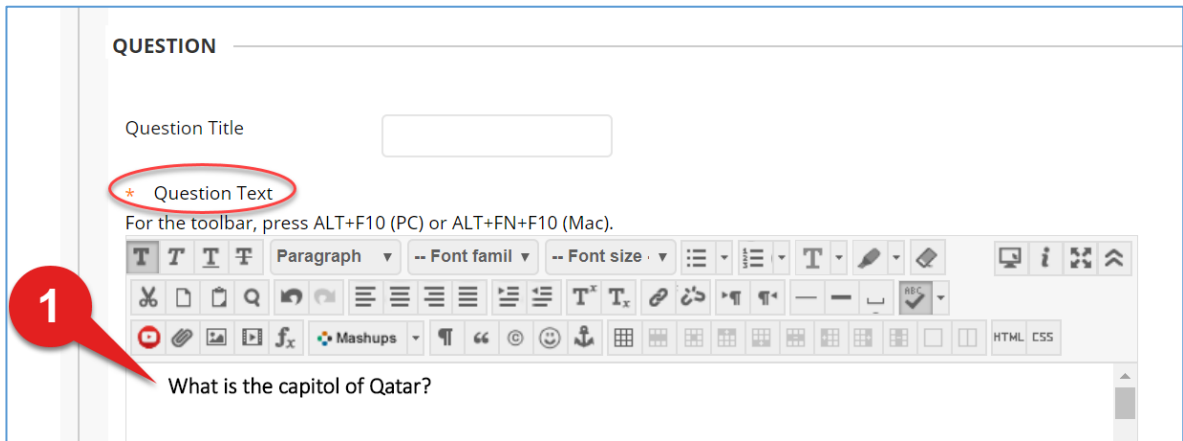
- 1- Click on “**Create Question**”, then
- 2- Click “**Multiple Choice**”.



## Question Settings

In the **Create/Edit Multiple Choice Question** page:

- 1- Enter **Question Text**. You can format the text and include images, links and mashups using the text editor.



**QUESTION**

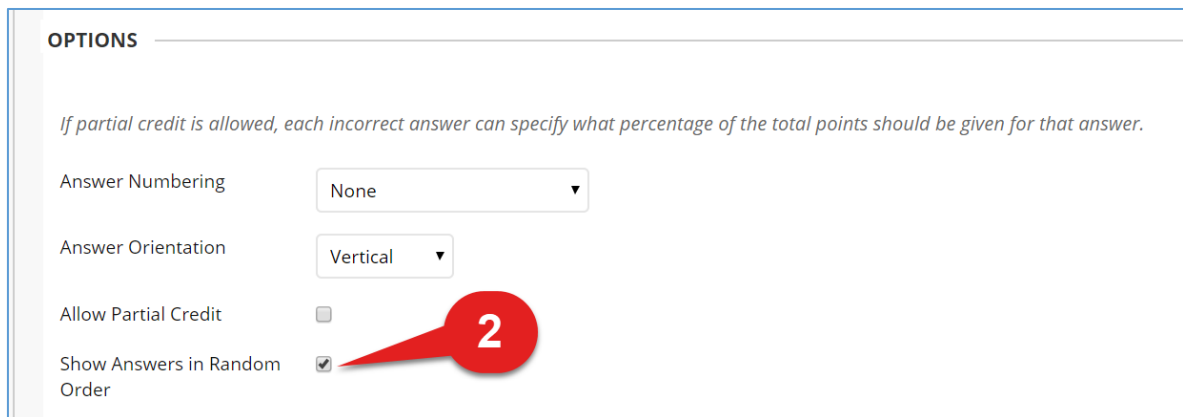
Question Title

\* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

What is the capitol of Qatar?

- 2- Under options, make sure you check the option **“Show answers in Random Order”** to randomize answers.



**OPTIONS**

*If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.*

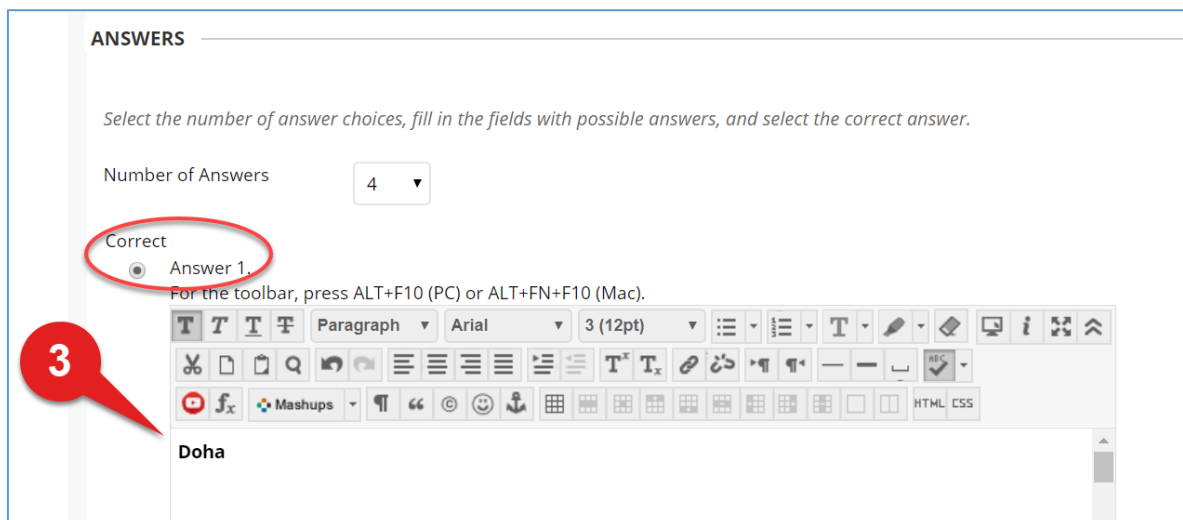
Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

- 3- Enter the **correct answer** in the first option. Make sure **“Correct”** is checked.



**ANSWERS**

*Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.*

Number of Answers

Correct

Answer 1.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Doha

4- Enter the other options in Answer 2, Answer 3, Answer 4, etc.

4

Answer 2.  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Dukhan

Path: p Words:0

Remove

Answer 3.  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Wakrah

5- You may enter **feedback** for correct and incorrect responses (**Optional**).

5

**FEEDBACK**

*Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are*

Correct Response Feedback  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Correct. Great job.

Path: p Words:3

Incorrect Response Feedback  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Incorrect. See Page 22.

- 6- Under categories and keywords, you can add some kind of metadata (**Categories, Levels of Difficulty, Topics, and Keywords**) to the question to make it easier to retrieve later in searches. This metadata can be very useful if you are planning to reuse the question in pools and other tests (**Optional**).
- 7- Click **“Submit”** to save the question.

**CATEGORIES AND KEYWORDS**

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories	None	Add
Topics	Qatar	Add
Levels of Difficulty	level 1	Add
Keywords	None	Add

**INSTRUCTOR NOTES**

Instructor Notes

Character count: 0

*Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.*

Cancel Submit and Create Another Submit

**The question will appear in the “Test Canvas”.**

- 8- You may click the arrow next to the question text to **edit** the question and modify its options.
- 9- You may click on the number to **change the points** allocated to this question

Select: All None Select by Type: - Question Type -

Delete Points Update Hide Question Details

1. Multiple Choice: What is the capitol of Qatar? Points: 10

Question	What is the capitol of Qatar?
Answer	<p>✓ Doha</p> <p>Dukhan</p> <p>Wakrah</p> <p>AL Khour</p>
Correct Feedback	Correct. Great job.
Incorrect Feedback	Incorrect. See Page 22.

- 10- You can add as many questions as needed by following the same steps.