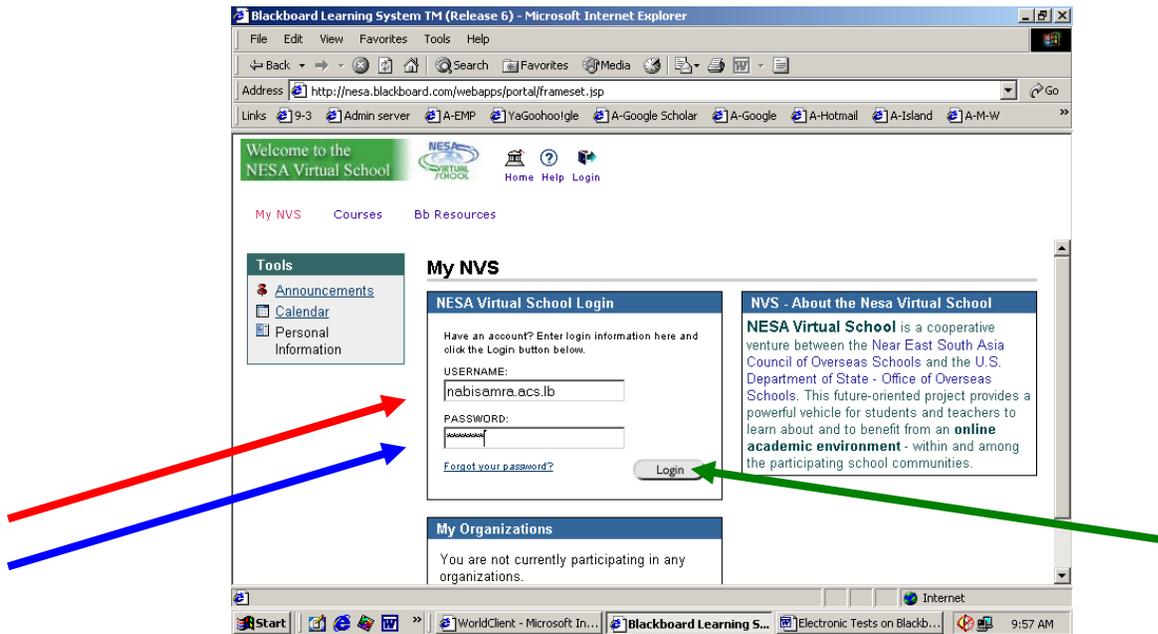


Creating Electronic Tests on Blackboard

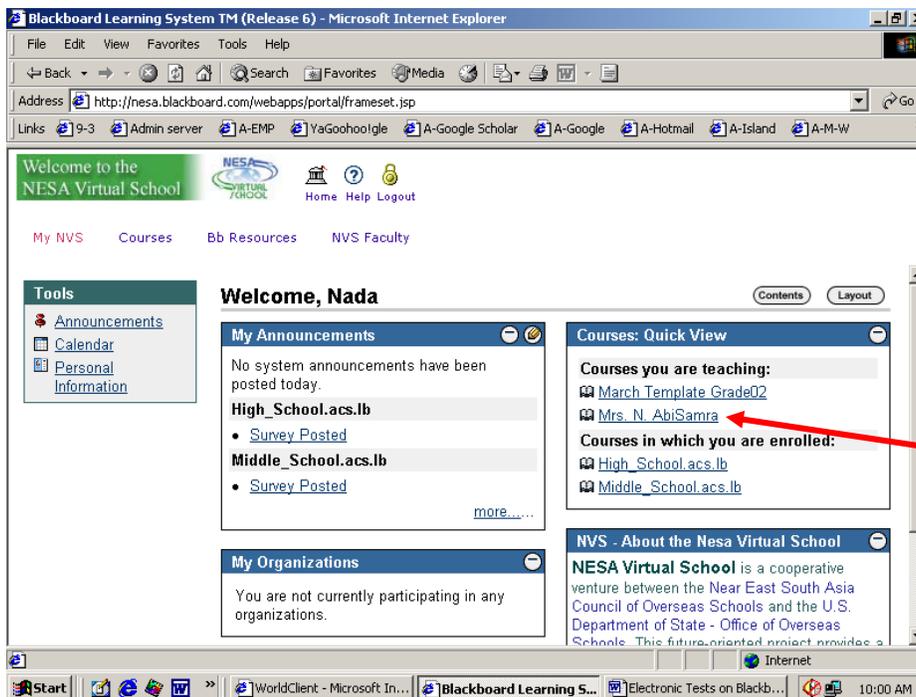
Nada AbiSamra

Wednesday, June 1, 2005

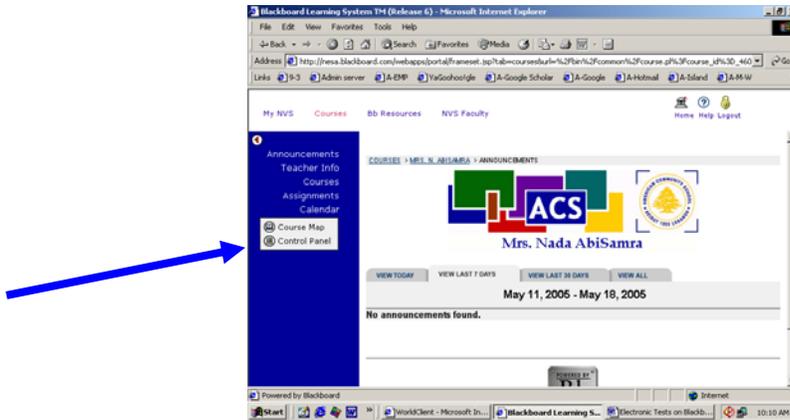
1. Go to <http://nesa.blackboard.com/>
2. Log In: type your **username** and **password** then click on **“login”**



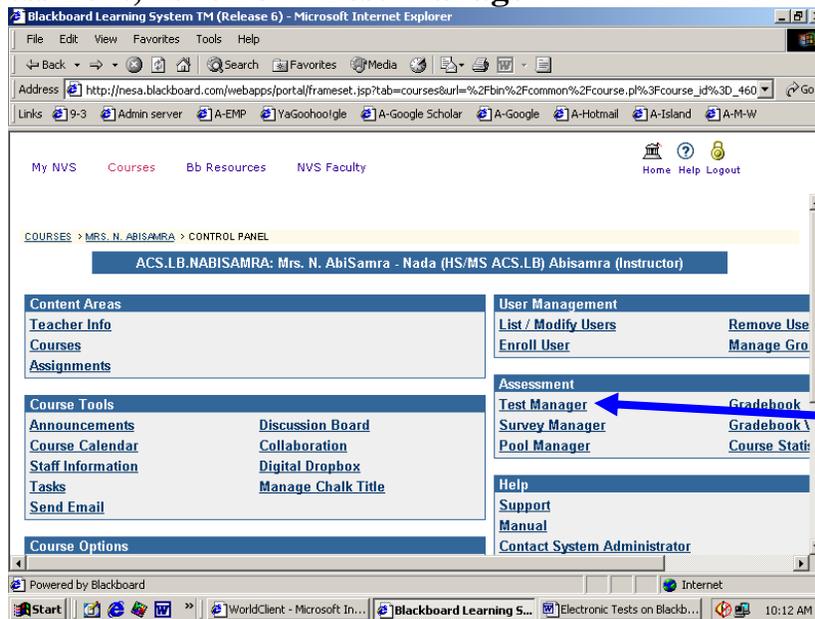
3. Click on your own name:



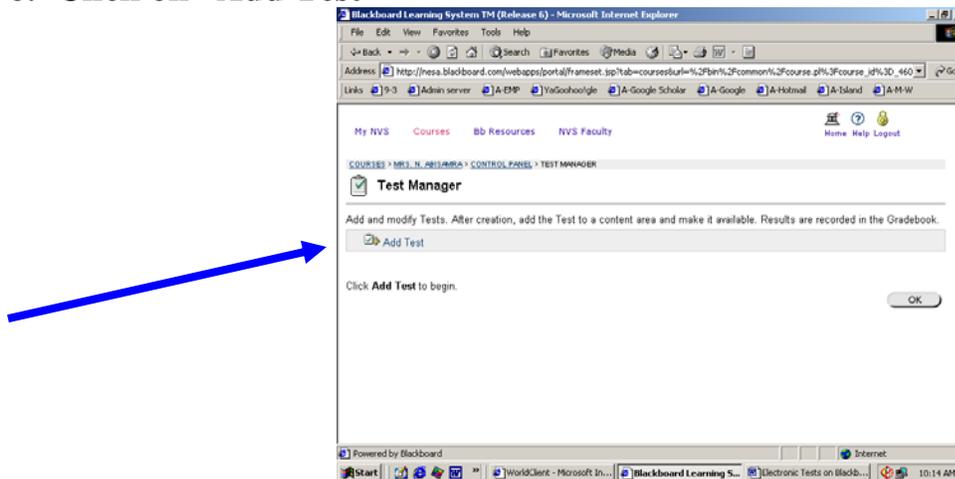
4. Click on “Control Panel”



5. Under “Assessment,” click on “Test Manager”

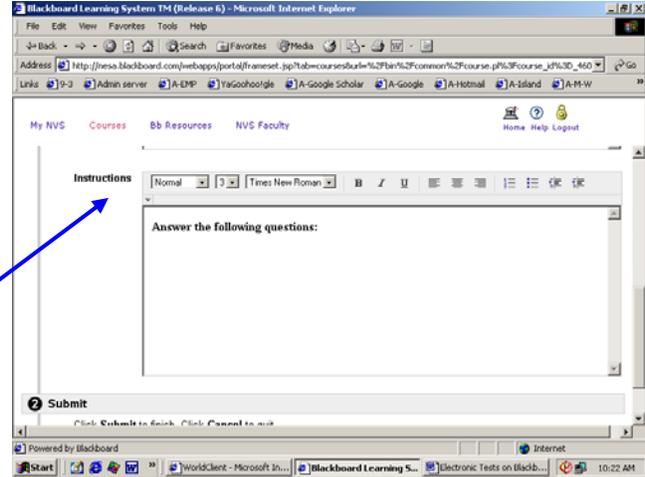
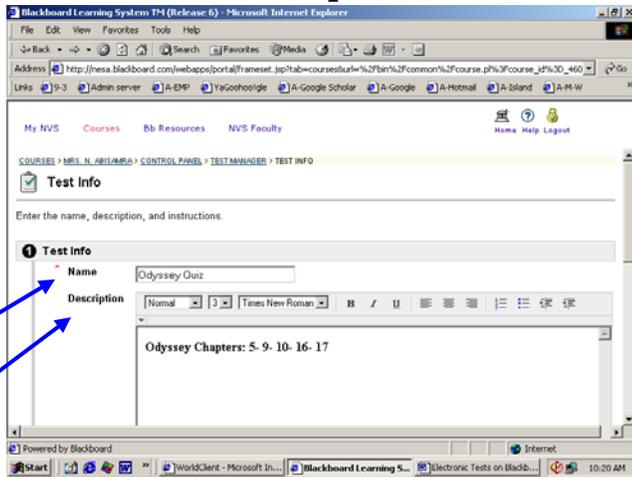


6. Click on “Add Test”



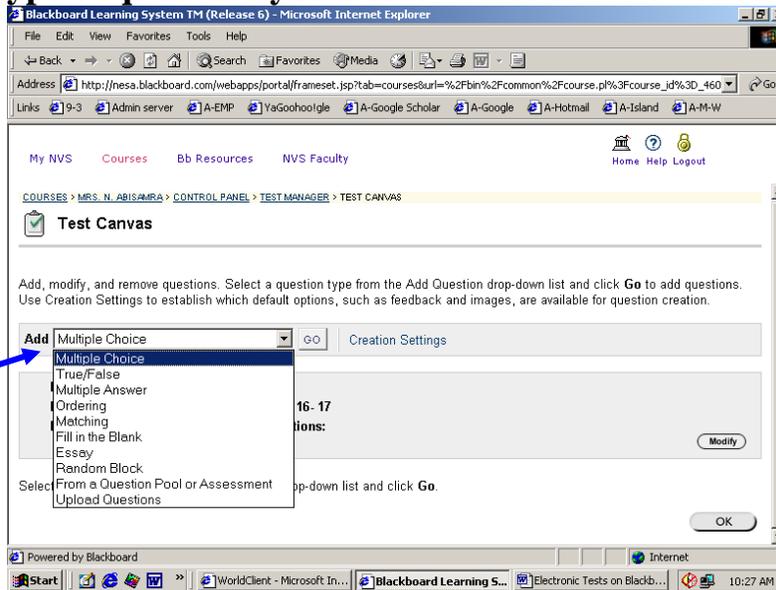
7. Wait a little bit for the page to download

8. Fill out the required boxes

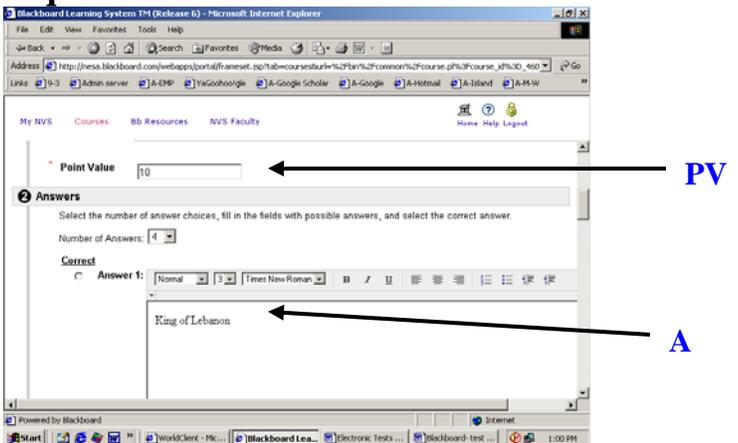
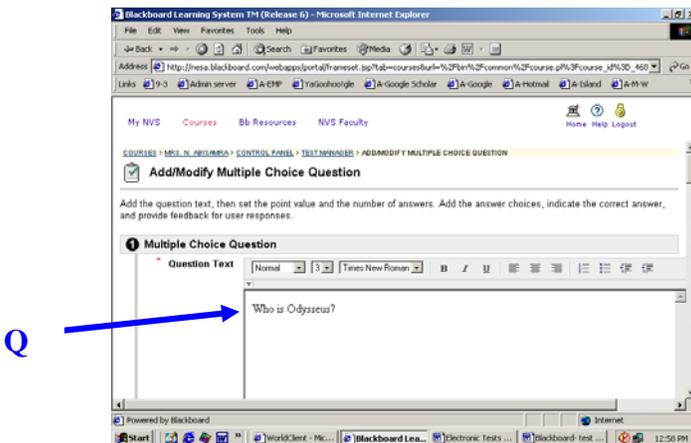


9. Then "Submit"

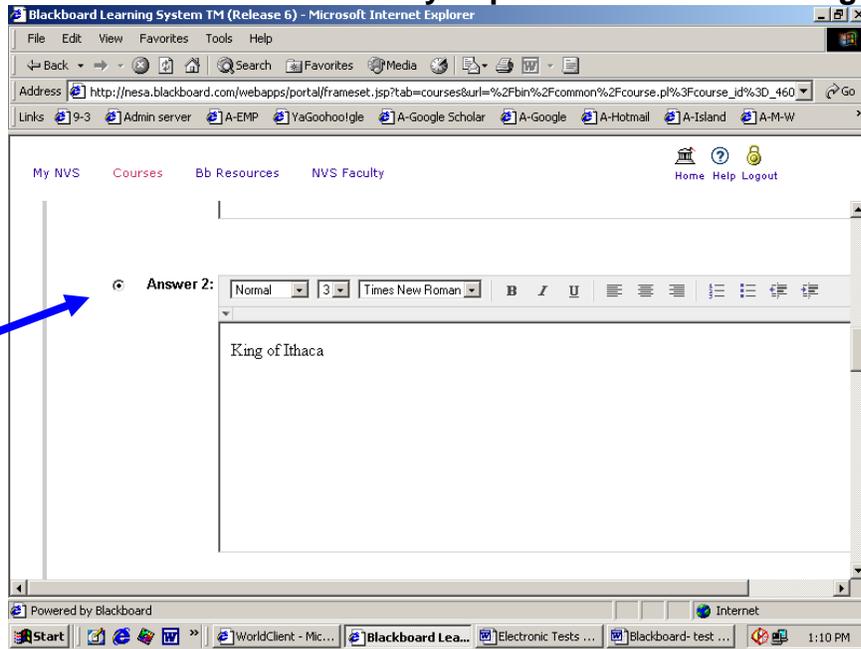
10. Choose the type of questions you would like to ask then click "Go"



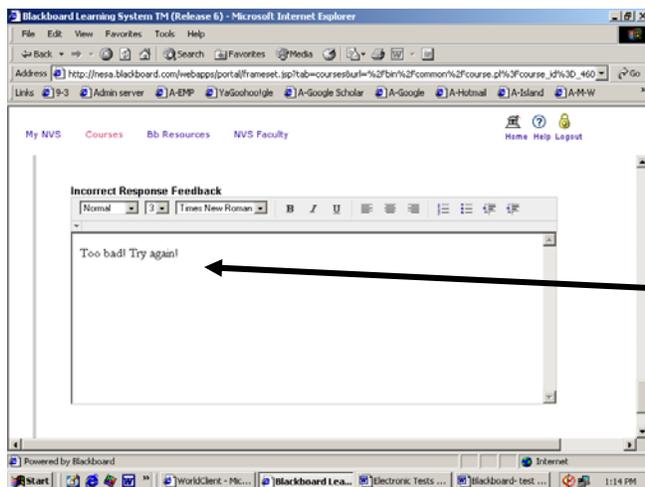
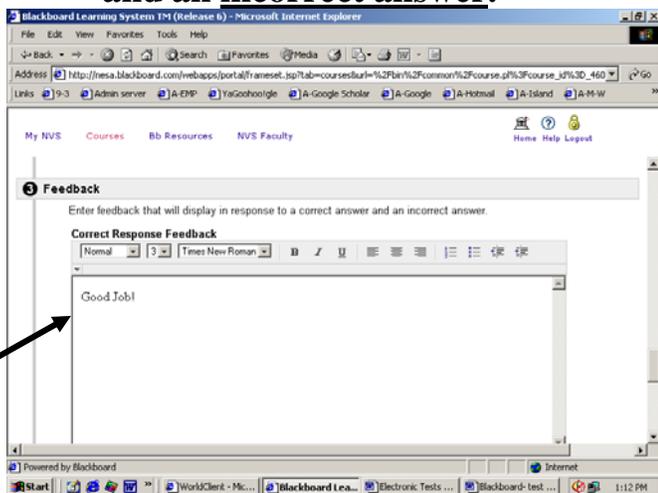
11. Type your Question and Answers in the appropriate boxes. Do not forget to write down the Point Value for each question...



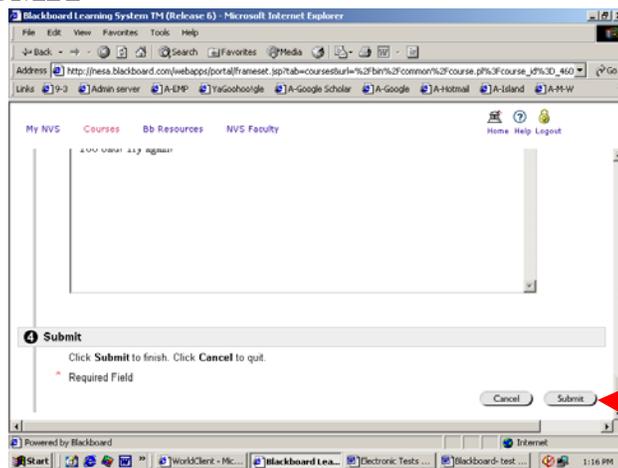
... and to select the correct answer before you proceed to the following question.



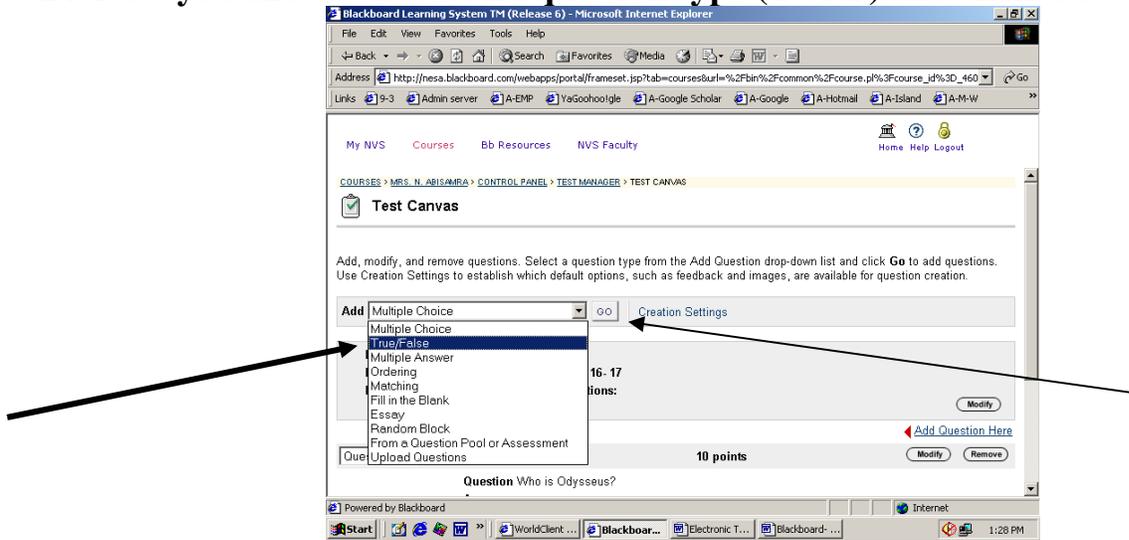
12. You can also enter feedback that will display in response to a correct answer and an incorrect answer.



13. Now click on "SUBMIT"



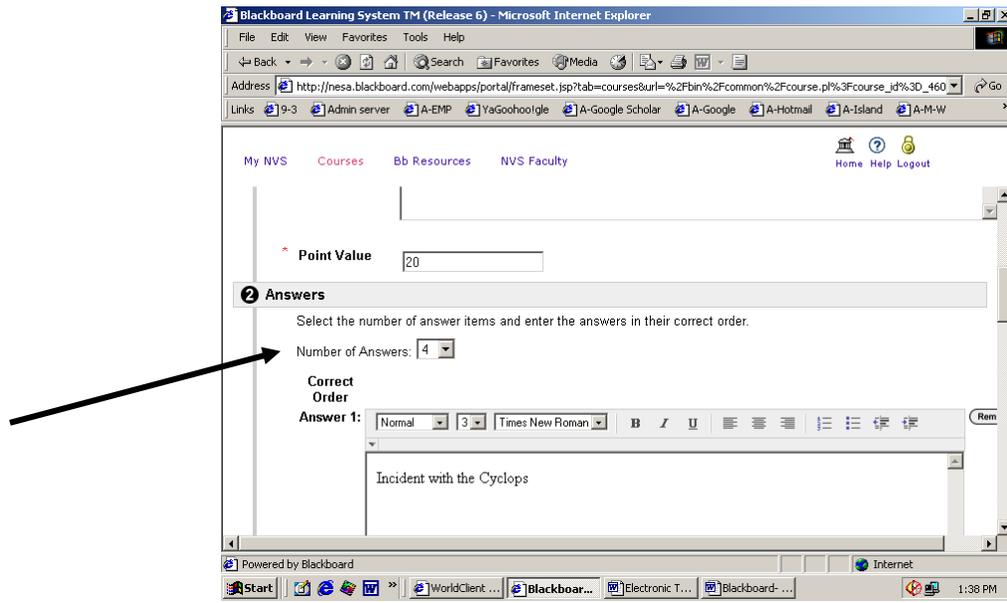
14. Now you choose the second question type (T or F) and click GO:



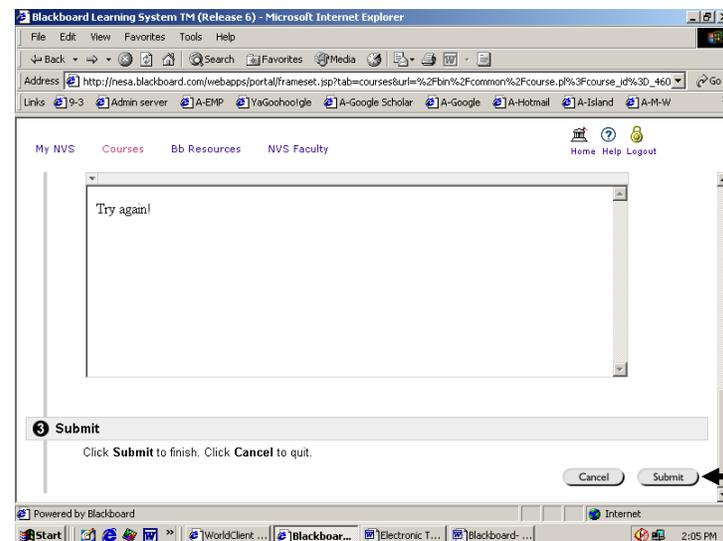
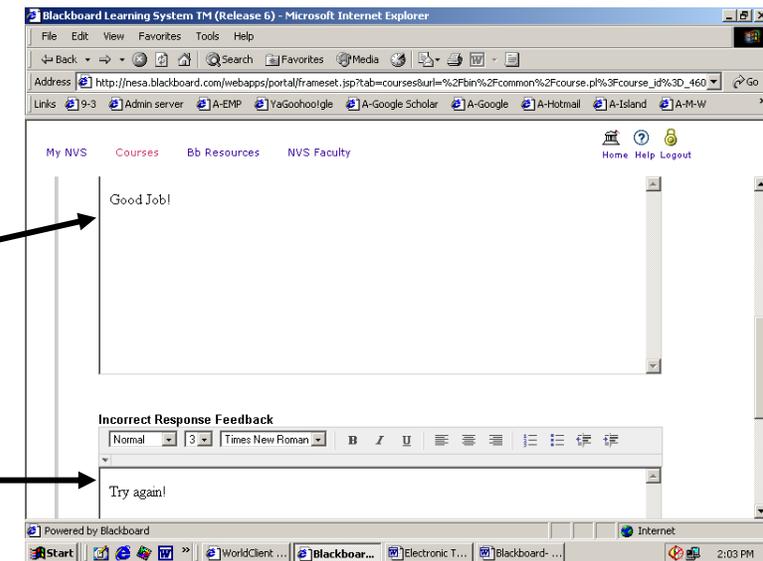
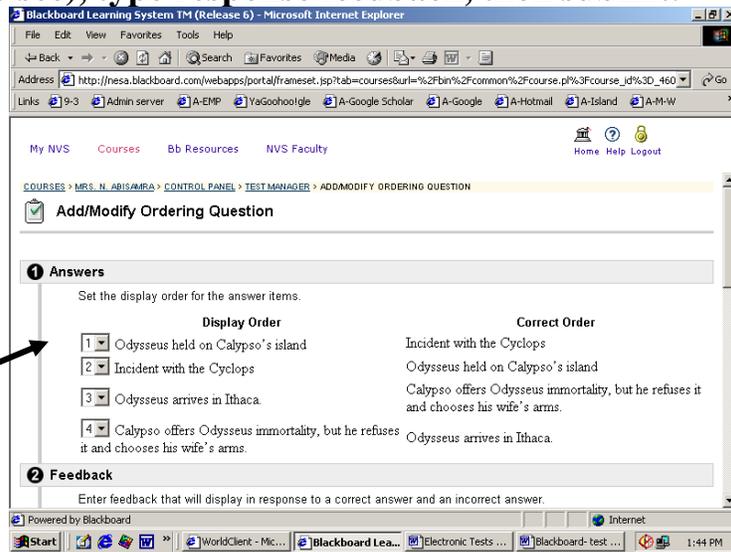
15. Same process as above...

16. Now you choose the fourth question type (ordering) and click GO:

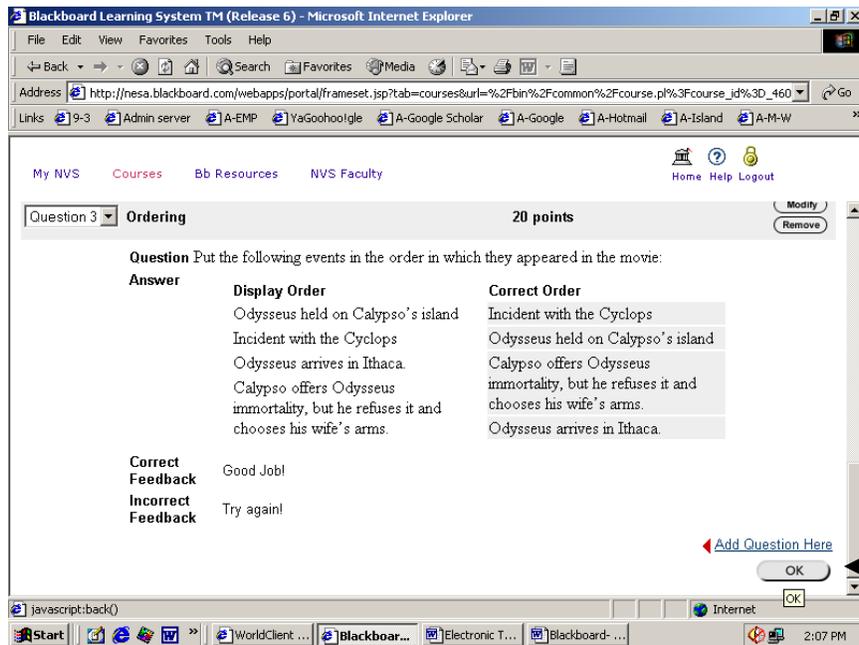
17. Same process as above... almost... enter the answers in their correct order. (you can choose the number of answers)



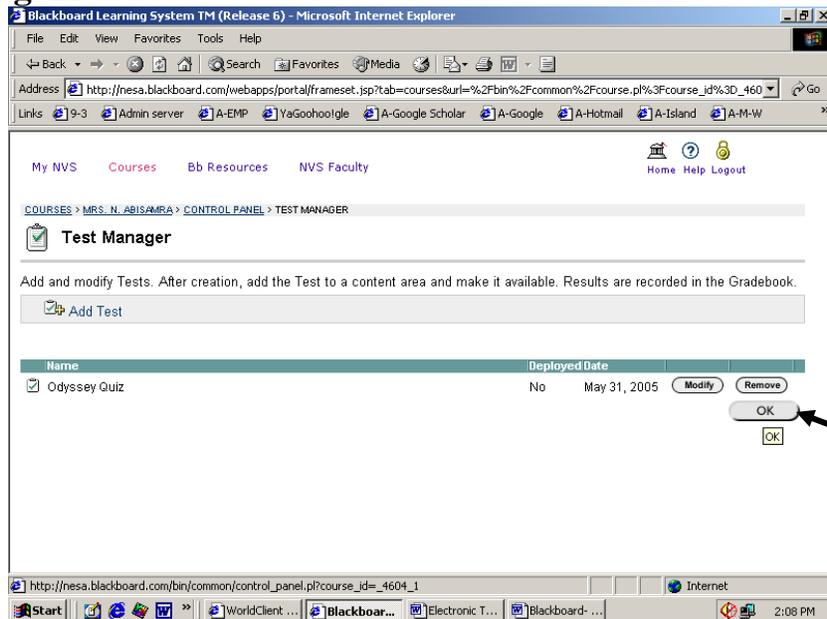
18. Set the display order for the answer items (put them in the order that you want the students to see), type response feedback, then submit.



19. Now you have reached the Test Canvas page again. Scroll to the bottom and click “OK”



20. Click OK again.

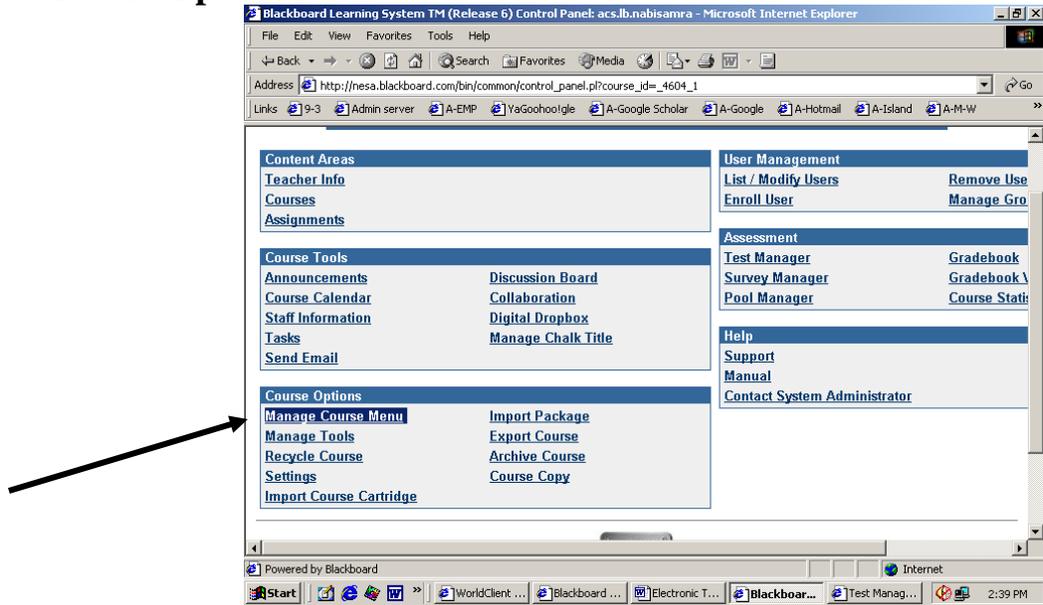


21. YOU'RE DONE with the TEST!! CONGRATULATIONS!

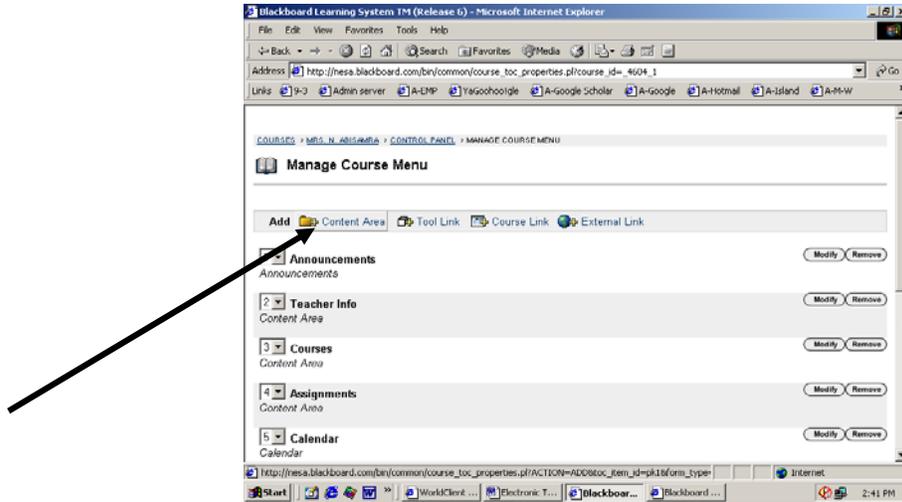
However... your students cannot see it yet....

Just a few small steps still...

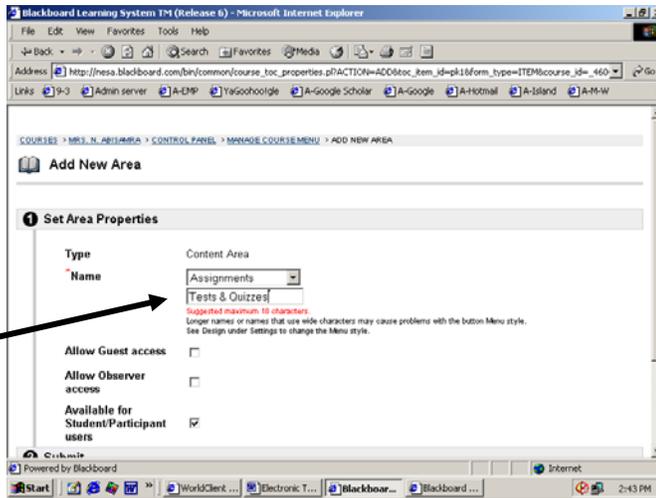
22. You are now back on Control Panel. Click on “Manage Course Menu” in “Course Options.”



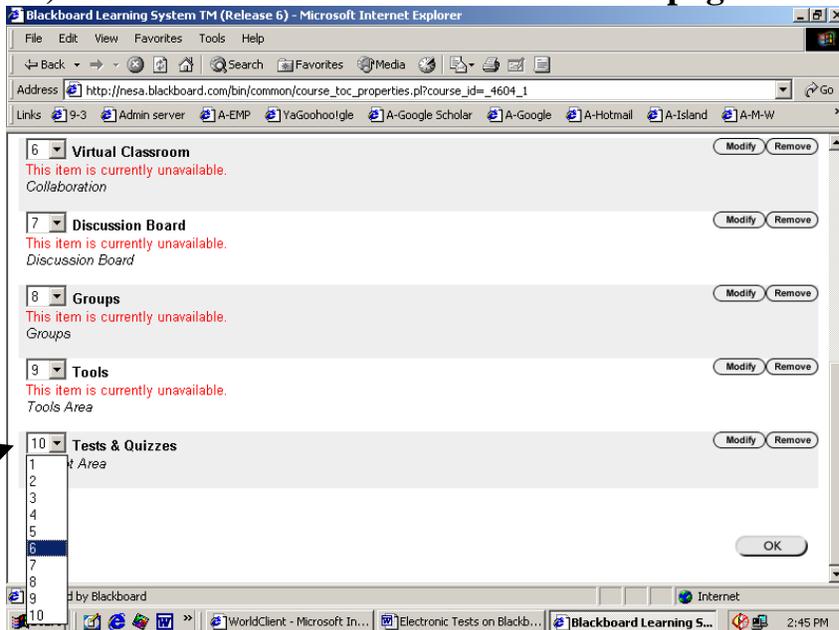
23. Click on “Content Area”



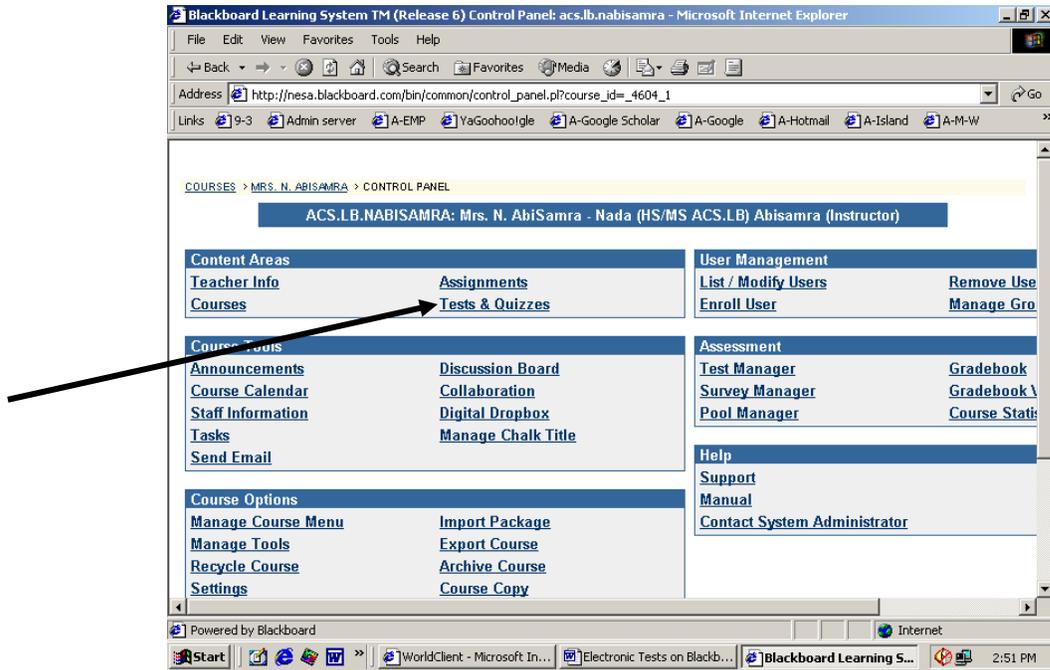
24. Type “Tests and Quizzes” then click Submit. Click OK after that.



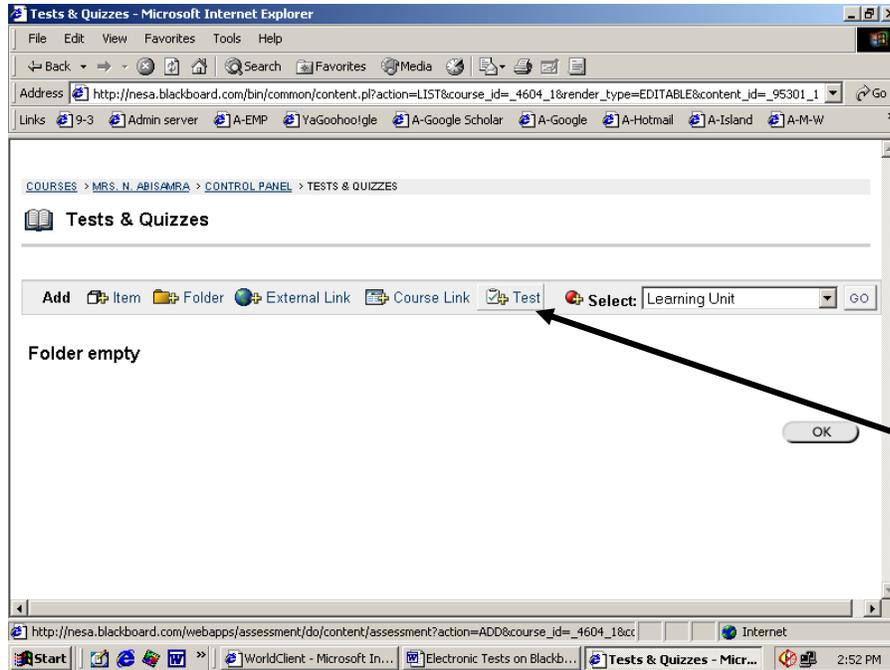
25. Give the item “Tests & Quizzes” the number that you want (to get it in the order that you prefer) then click on OK at the bottom of the page.



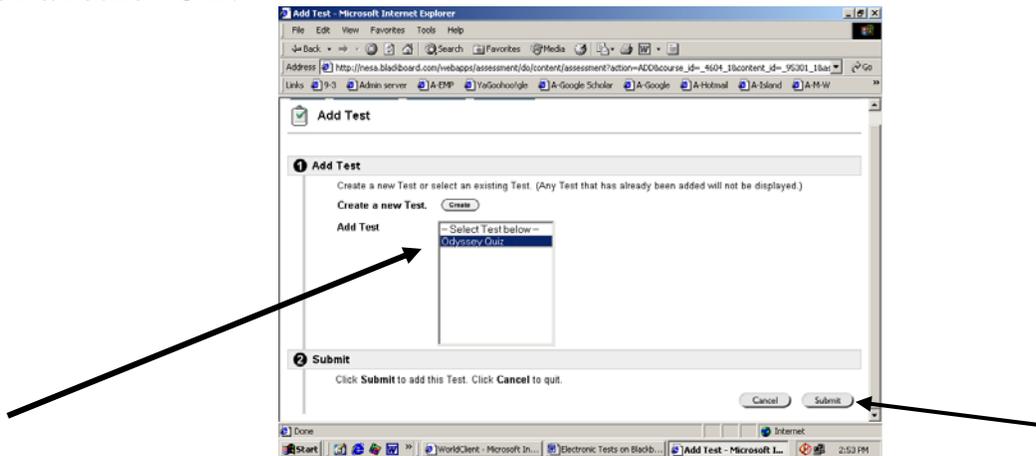
26. Back to Control Panel.... Click on “Tests & Quizzes” in “Content Areas”



27. Click on “Test”



28. Select “Odyssey Quiz” then click on Submit. Then you will have to click on OK then another OK.

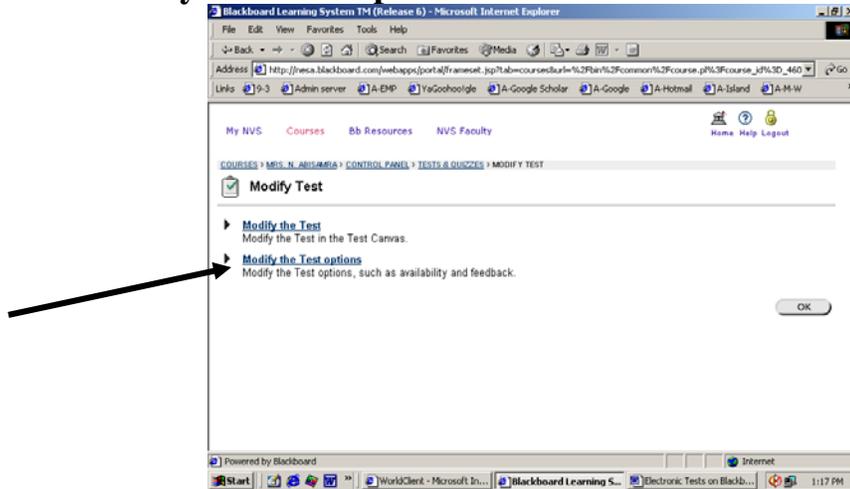


29. Then you will get this page:

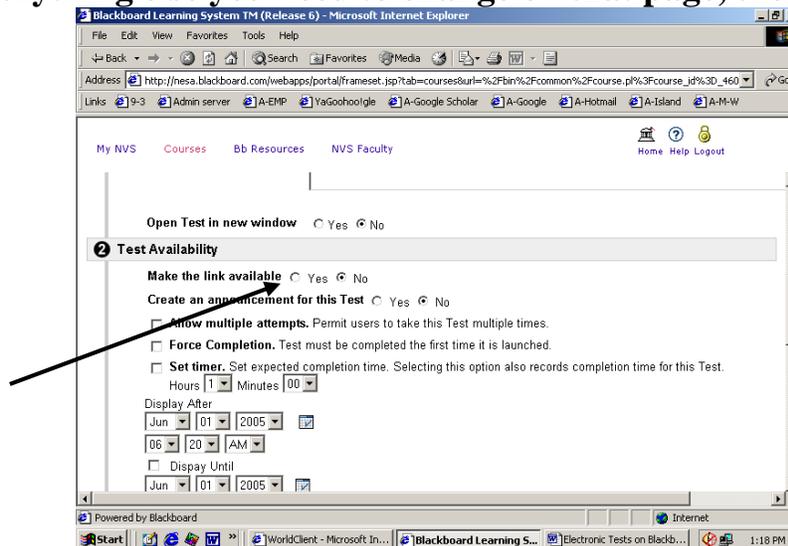


Click OK

30. Click on “Modify the Test Options”



31. Scroll down and click “Make the link available” (so that your students can see it), change anything else you need to change on that page, then click submit.



NOW YOU ARE REAAALLY DONE!!

Good Job!

After your students take the test, if you want to view their scores you will have to go to “Gradebook” under “Assessment” in Control Panel.

