

How to create a test/quiz of random, but pre-selected questions even if the questions you want to use are in the Test Manager

Part 1: Pool Manager (creating a pool of questions)

1. Click **Control Panel**
2. Click **Pool Manager**
3. Click **Add Pool**
4. In “Name” field, enter name of pool (for instructor reference only).
Example: Chapter 001 – MC/TF quickly tells you that these are multiple choice and true false questions from the Chapter 001 of the test manager (note: this is not the name of the test; this is simply the name of the pool).
5. Leave “Description” or “Instructions” blank, as this is only for your reference.
6. **Submit**
7. You should now be on the page titled “Pool Canvas.” Click on the arrow for the drop-down menu named “Add” and select “**From a Question Pool or Assessment**” and click **Go**.
8. Select the test/chapter/pool(s) that you want to choose questions from (you can select more than one item).
9. Select one or more question types (usually you just select “All”)
10. **Search**
11. Check each question you want to include in the pool. The more questions you select, the greater chance that each assessment attempt will contain a different set of questions in a more random order.
12. **Submit**
13. You should now be back in the Pool Canvas, which shows all the questions you have selected so far. Note for Course Cartridge pools: it may show 5 points per question – just ignore this, as we can override this later.
14. Your test/quiz pool has now been created. Now it is time to create the test. Scroll to the top so that you can see the Breadcrumb menu and click on **Control Panel**.

Part 2: Test Manager (creating a test)

1. Be sure you are in the **Control Panel**
2. Click on **Test Manager**
3. Click **Add Test**
4. In the “Name” field, **enter the name of the quiz/test** – this is the name students will see when the test/quiz is available to them. If each of your tests follows a similar format, you may want to use a consistent naming convention throughout the term so that students have consistency.
5. In the “Description” field, type in any information you want students to see under the test link before they actually take the test (i.e. “You may take

- this test between Sunday, February 7, 12:05am and Saturday, February 14, 11:55pm.”)
6. In the “Instructions” field, type in any specific instructions you want students to see once they begin taking the test (note that if plan to specify time limits, Blackboard will automatically post that information.)
 7. **Submit**
 8. (Optional). Click **Creation Settings** and select any options that you plan to use, especially the box “Specify default point values for questions” and enter the default point value (i.e. 1) if you plan to create new questions later. If you’re not sure of the options, just leave the default settings and click Cancel. You can make changes later. If you selected anything, click **Submit, Okay**
 15. Click on the arrow for the drop-down menu named “Add Question.”
 16. Select “**Random Block**” and click **Go**.
 9. Select the pool you want to use (most likely, it is the one that you just created). Screen will refresh with updated options.
 10. Check “All” if you want the test to pool from the entire pool you just created (most likely this is what you want to do).
 11. IMPORTANT: In the “Number of questions” to import” choose the number of questions you want for the entire test (For example, if you type in 20, each time an assessment attempt is made, Blackboard will randomly pull 20 questions from the 40-question pool).
 12. IMPORTANT: In the “Points per question” enter the point value for each question (1). For this set of random block questions, this value will override the value posted anywhere else.
 13. **Import**
 14. VERIFY THAT IT WORKED: Blackboard will return you to the Test Canvas, and note that you will see “Random Block” as well as “Number of Questions: 20” (or whatever number of questions you selected to pull from the pool).
 15. Your test is now created. Note, however, that students will not see the test until it is “deployed” in a Content Area, as instructed below.

Part 3: “Deploy” the test (add to a content area)

1. Be sure you are in the **Control Panel**
2. Click on the Content Area (i.e. “Tests & Grades”) you want students to locate your test.
3. Click **Test** (Add Test)
4. Scroll until you find the test you want (the one you just created – most likely the last one listed); select it.
5. **Submit, Okay**
6. Click **Modify Test Options**
7. Scroll down to “Do you want to make the link visible? Select **Yes**
8. Do not select “Allow multiple attempts” unless you want them to be able to take the test over and over.

9. Select "Force Completion" to prevent students from click "Back" and then re-entering the test within the same Blackboard login session.
10. Select a time limit if you want students to be notified of test time limits such as "This test has a 1 hour time limit. The elapsed time appears at the bottom of your browser. A 1 minute warning will be displayed." Note: if a student exceeds the time limit, they are not kicked out; however, you will be able to see if they exceeded the time limit within your gradebook.
11. Select the Test Feedback you want. In order to provide students the most immediate information without actually typing in feedback for each question is option #3 "Show Correct Answers: The student's answers and final score are presented, as well as the correct answers." Option #4 applies only if you have typed in feedback for each correct and incorrect answer.
12. Select "Question: The student is presented only one question at a time" if you only want one question displayed at a time. However, at this time we recommend you do not select "Prohibit Backtracking." This allows students to move around within the test. If "Prohibit Backtracking" were selected, students would have not arrows to move around the test, and if they hit Cancel, they may receive an error message.
13. No need to select Randomize because that is how our test is already set up.
14. Click **Submit**, then **Okay**
15. Your test is now ready and will be visible/available to students on the day/time you specified. You can verify the status of the test by going to **Control Panel, Test Manager**, and then locate your test (most likely at the bottom of the screen).