

# How to Create Tests Using Test Pools in Blackboard

**Note:** These instructions assume you already have test bank questions loaded as test pools in your course. If you do not have them, please contact [itas@wsutech.edu](mailto:itas@wsutech.edu) about the possibility of getting them loaded

## Part 1: Creating the Test

1. Login to Blackboard.
2. Select the course you wish to create the test in.
3. Select Course Tools on the left side.
4. Scroll down and then select Tests, Surveys and Pools.
5. Select Tests.
6. Select Build Test.
7. In the Name box, type a name for the test (example: Chapter 1 Exam).
8. Select Submit.
9. Select Reuse Question.
10. Select Find Questions.
11. Maximize the screen that opens.
12. Under Pools on the left, check the box(es) next to the chapter(s) you wish to add questions to the test (You might have to Select Pools to see the chapters).
13. Select Question Types on the left to expand the options.
14. Check the box next to the question types you wish to add (Multiple Choice, True/False, etc.).
15. On the far right, scroll down to the bottom and select Show All.
16. On the far right, scroll back to the top.
17. Check the box next to each question you wish to add.
  - a. To add all questions, Select on the check box to the left of the Question Text heading at the very top
  - b. To preview the entire question, answer options and correct answer, Select on the button to the right of checkbox for the question
  - c. To help you keep track of how many questions you added, there is a box in the lower left-hand corner that shows the total number of question selected
18. Once you have selected all of the questions, Select on Submit

## Part 2: Deploying the Test

1. In the same course you just created the test in, select Course Content
2. Go to the module you wish to have the test in.
3. Select Assessments from the Toolbar across the top.
4. Select Test.

5. Next to Add an Existing Test, select the name of the test you just created in Part 1.
6. At this point you will be prompted to set up all of the options for the test such as multiple attempts, timer, display dates, password protection, due dates, display of test results and review options, question display (one-at-a-time or all at once), randomize questions, etc. Set these up according to your classroom policies or department policies.
7. **NOTE:** Under Test Availability, the radio button for Yes (next to Make the link available) has to be selected or students will never be able to see the test even if display/due dates are correct. Be aware that selecting Yes and not entering display or due dates will make the test immediately available to the students so be sure to set these up.
8. Once you have all the settings chosen, select Submit

### **Part 3: Grade Center**

1. In the same course, select Grade Center from the Control Panel menu on the left side of the screen.
2. Under Grade Center, select Full Grade Center.
3. Select Manage from the tool tabs across the top of the grade center columns.
4. Select Column Organization from the dropdown menu.
5. The test you just added will be at the bottom of all the grade center columns. To move it into chronological position, select the four arrow symbol to the left of the check box and drag it to the appropriate position.
  - a. If you cannot use drag-and-drop functions, you can manually reorder the columns by using the Reorder Columns tool (icon with an up and down arrow to the far right of the Not in a Grading Period pane).
6. Take note of the category the test is in (to the right of the Not in Grading Period).
  - a. If it is not in the right category that is set up in your Overall Grade column, then check the box to the left of the test.
  - b. Scroll to the bottom.
  - c. Select Change Category to.
  - d. Select the appropriate category.
7. Select Submit.