

MxCC Distance Learning Documentation

Blackboard – Add a Sample Test in Blackboard

We encourage faculty who use online tests in Blackboard to use a Sample Test for students to test out their computer before taking a real test. For your convenience, a Sample Test with questions has been developed for you to add to your Blackboard course. All you need to do is to download the Sample Test in .zip file, import it to your Blackboard course, and deploy it to the page with your tests. The following first three steps are involved in creating a sample test. If you wish you revise questions in the imported Sample Test, you may follow the Step 4.

Step I - Download the Sample Test .zip File.

Step II - Import the Sample Test to your Blackboard Course.

Step III - Deploy the Sample Test to the “Tests” Content Page.

Step VI – Revise a Question in the Sample Test if You Wish.

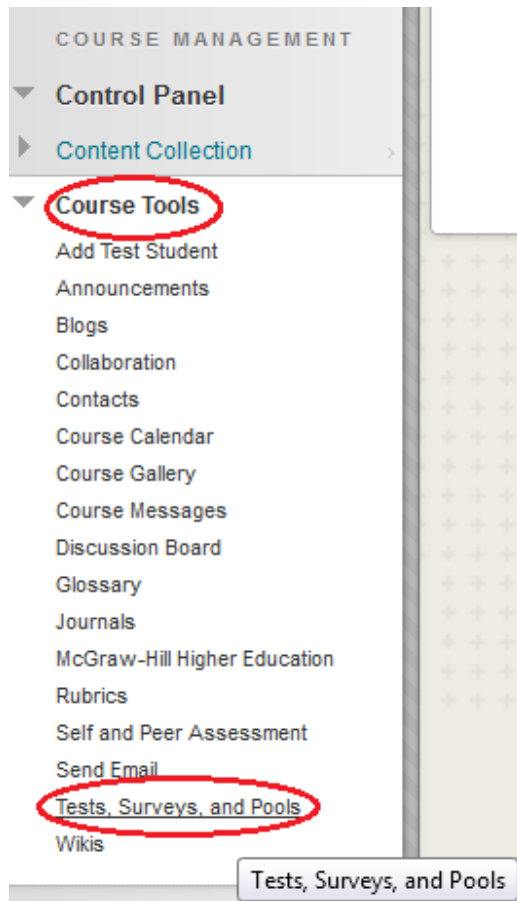
Step I, Download the Sample Test .zip File.

1. Go to <http://www.mxcc.edu/Content/fdoc.asp>. Click on the “Tests” link. You will see the Blackboard > “Tests” instruction part of the page. Click on the “Sample Test” link. When prompted, choose “Save File” and click on “OK”. Choose a directory (Folder) where you would like to save the Sample Test .zip file and click on “Save”.

Award Credit to Students in a Question	PDF	
Add a Sample Test	PDF	Sample Test

Step II, Import the Sample Test to Blackboard.

1. Log on to Blackboard and go to your course.
<http://my.commmnet.edu/>
 - a. Go to [My.commmnet.edu](http://my.commmnet.edu/), enter your NetID and Password, and click on “Login”.
 - b. Click on the “Blackboard” icon at upper right corner of the window.
 - c. Click on the name of your course.
2. Import the Sample Test to your Blackboard course.
 - a. Go to “Control Panel”, select “Course Tools”, and click on “Tests, Survey, and Pools”.



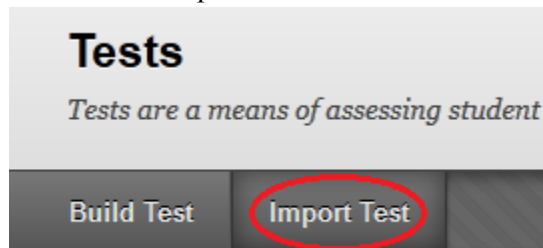
b. Click on “Tests”.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student learning and are reviewed in the Grade Center. Note that some questions are not graded.

c. Choose “Import Test” tab.



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- d. Click on “Browse My Computer” button. Locate the Sample Test and double-click on it. Click on “Submit”. You then have imported the Sample Test to your course shown on the “Tests” page.



1. Test Import

Click **Browse** to locate a file to import.

Attach File

Browse My Computer

Browse Content Collection

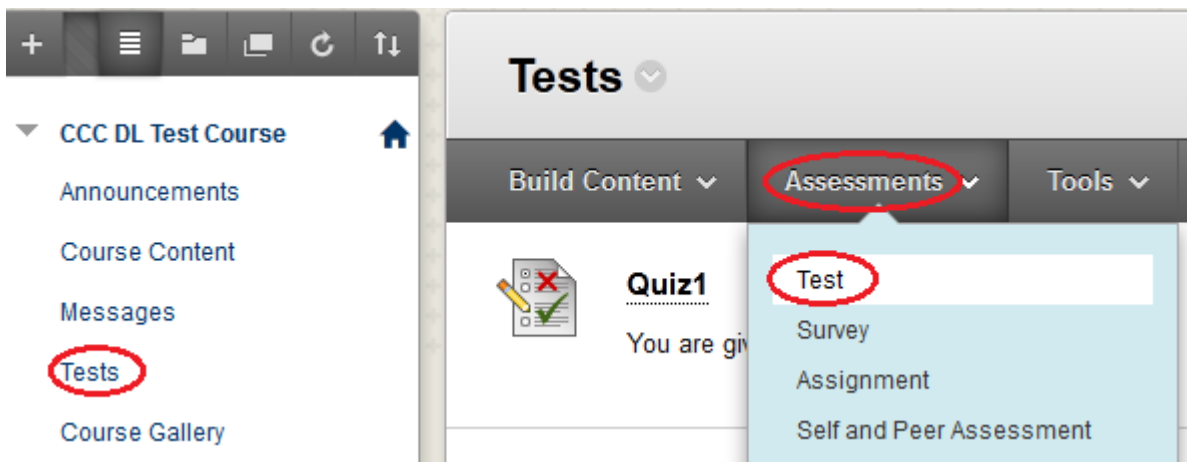
2. Submit

Click **Submit** to proceed. Click **Cancel** to quit.



Step III. Deploy the Sample Test to the “Tests” Content Page

1. This example assumes that all online tests are placed in a content area named as “Tests”, and the “Tests” link is placed in the “Course Menu”. Click on the “Tests” link in the “Course Menu”.
2. Go to “Assessments” tab and select “Test”.



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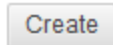
3. Choose the Sample Test in “1. Add Test”. Click on “Submit”.



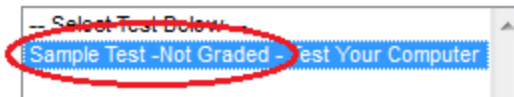
1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test



Add an Existing Test



4. In “2. Test Availability”, choose “Yes” in “Make the Link Available”. Check “Multiple Attempts” and keep “Allow Unlimited Attempts” checked. Check “Set Timer” and choose “20” in Minutes. Choose “ON” in “Auto-Submit”.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Once started, this Test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also reco option before they begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time

ON: Test will save and submit automatically when time

OFF ON

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5. In “5. Test Feedback”, check all options.

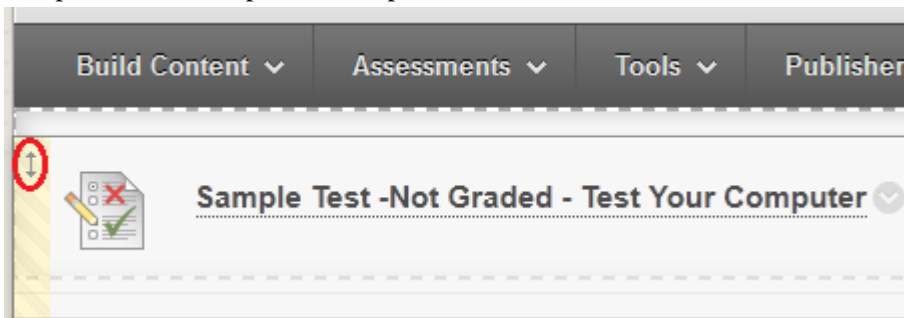
5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

<input checked="" type="checkbox"/>	Score
<input checked="" type="checkbox"/>	Submitted Answers
<input checked="" type="checkbox"/>	Correct Answers
<input checked="" type="checkbox"/>	Feedback

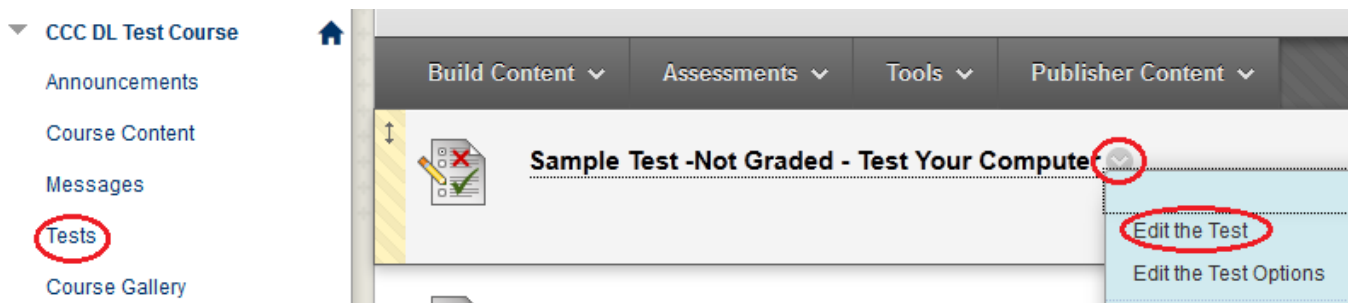
6. Click on “Submit”.

7. You may move the “Sample Test” to the top of all other tests. Drag the move icon next to the Sample Test and drop it to the top of the list of tests.



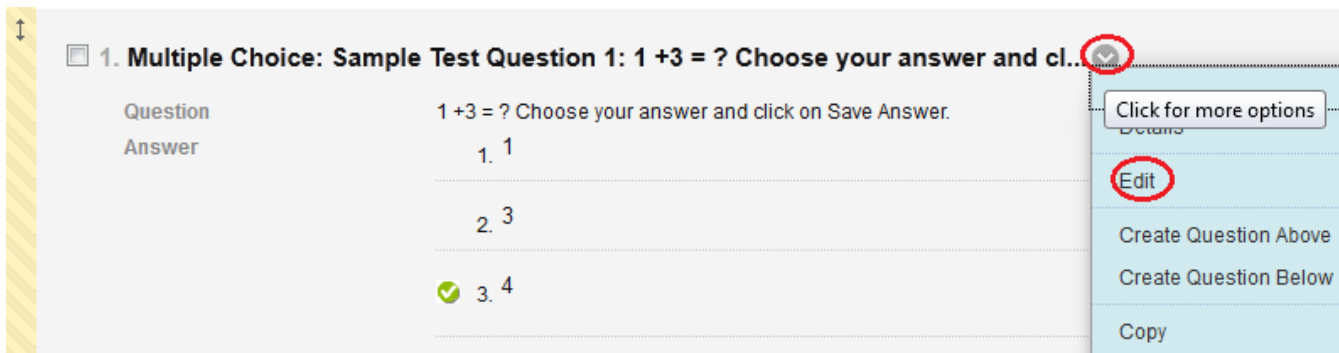
Step VI – Revise A Question in the Sample Test if You Wish.

1. If you wish to revise a question in the Sample Test, click on the Action icon next to the Sample Test and select “Edit the Test”.



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2. Click on the Action icon next to the question you would like to revise, and select “Edit”.



The screenshot shows a question editor interface. At the top, there is a question title: "1. Multiple Choice: Sample Test Question 1: 1 +3 = ? Choose your answer and click on Save Answer." To the right of the title is a small downward arrow icon, which is circled in red. Below the title, the question text is "1 +3 = ? Choose your answer and click on Save Answer." Underneath, there are three answer options: "1. 1", "2. 3", and "3. 4". The option "3. 4" is selected, indicated by a green checkmark. To the right of the question is a dropdown menu with the following options: "Click for more options", "Details", "Edit" (circled in red), "Create Question Above", "Create Question Below", and "Copy".

3. Revise the question text or option choices, and click on “Submit”.

* Indicates a required field.

Cancel **Submit**

1. Question

Question Title

* Question Text

B **I** **T** Arial 3 (12pt) **T** **☰** **☰** **ABC** **🔗** **🔗** **📄** **📄**

1 + 2 = ?

Choose your answer and wait until you see the "Save Answer" button has changed to "Saved" button with a green check mark.