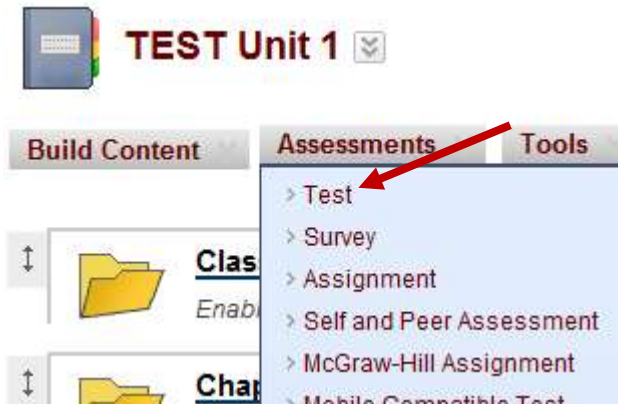
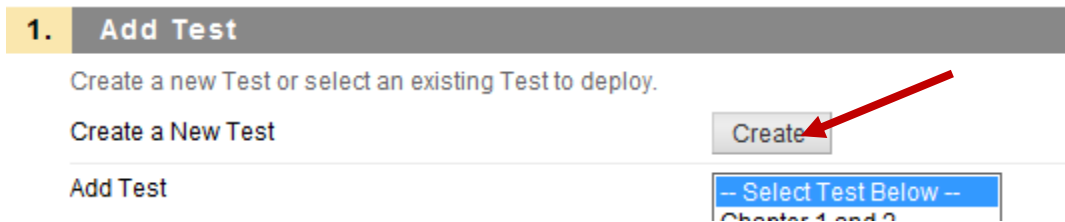


# Creating a Hand Keyed Test in Blackboard

1. Within the proper content module, click <Create Assessment> and <Test>.

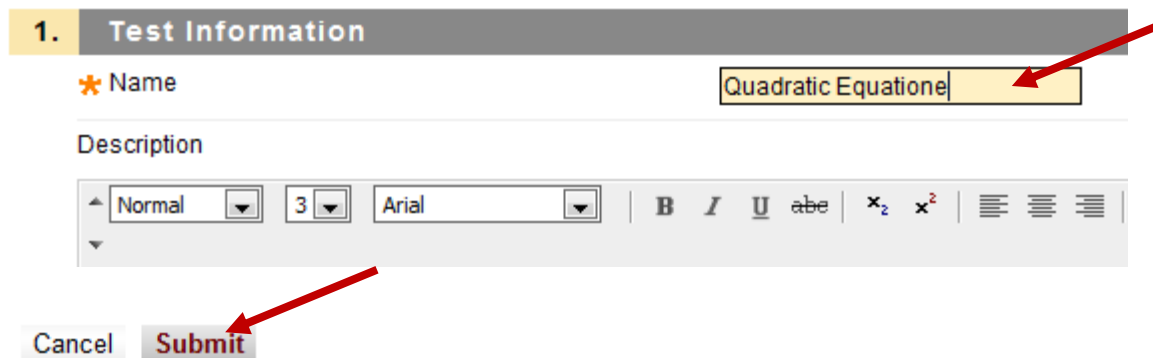


2. Click <Create>



3. Key in Name and click <Submit>

\* Indicates a required field.



# Creating a Hand Keyed Test in Blackboard

## 4. Choose <Create Question>

Create Question

- a. For this example multiple choice was chosen
- b. Fill in the required information
  - Question Title
  - Question Text
  - Desired answers and mark the correct answer
  - The rest is optional
  - Click submit

1. Question

Question Title

Question Text

Normal 12 Arial

Path: [tools](#)

2. Options

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be

Answer Numbering: None

Answer Orientation: Vertical

3. Answers

Select the number of answer choices. Fill in the boxes with possible answers, and select the correct answer.

Number of Answers: 4

Copy

Answer 1

Normal 12 Arial

View Editor

Path: [tools](#)

Answer 2

Normal 12 Arial

View Editor

Path: [tools](#)

- Click <Create Question> and repeat until test is complete.



## Creating a Hand Keyed Test in Blackboard

- When complete, check question radio boxes and key in points. Click <Update>. Each question can be of different point value if desired. Click <OK>

Select: [All](#) [None](#) | Select by Type: - Question Type -

Delete | Points  | Update | Hide Question Details

OK

5 Once complete, use Add Test and choose Test. Click <Submit>

Create a New Test

Create

Add Test

- chapter 13
- chapter 12 1st half
- try a test
- new
- chapter 13
- chapter 12 1st half
- try a test
- new
- Quadratic Equations
- Quadratic Equations

### 2. Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

Cancel **Submit**

