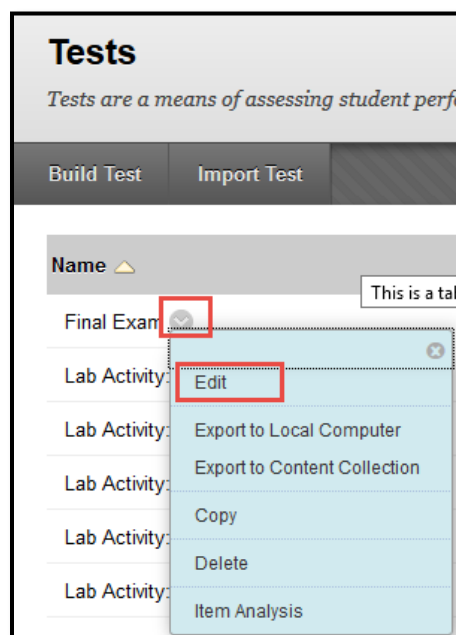

Blackboard for Employees

Adding a Test Question with Feedback

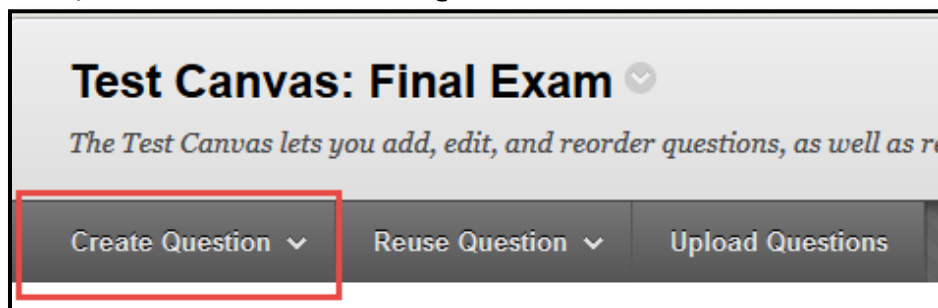
This document describes how to add a question with feedback to a Blackboard test.

Instructions

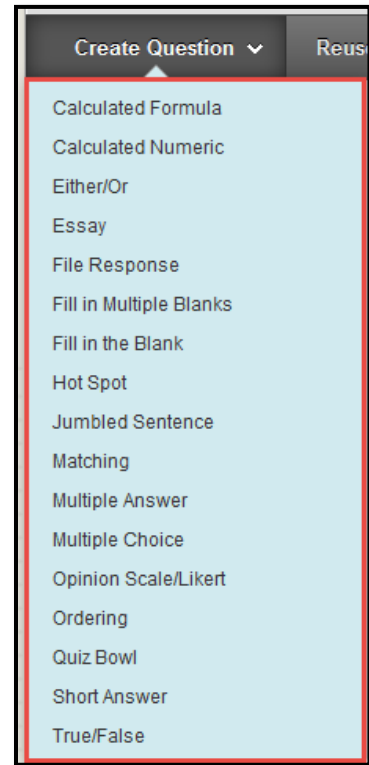
1. From within the Test Manager, locate the appropriate test and click on the down arrow to the right of the test title. A drop-down menu will appear, click on **Edit**.



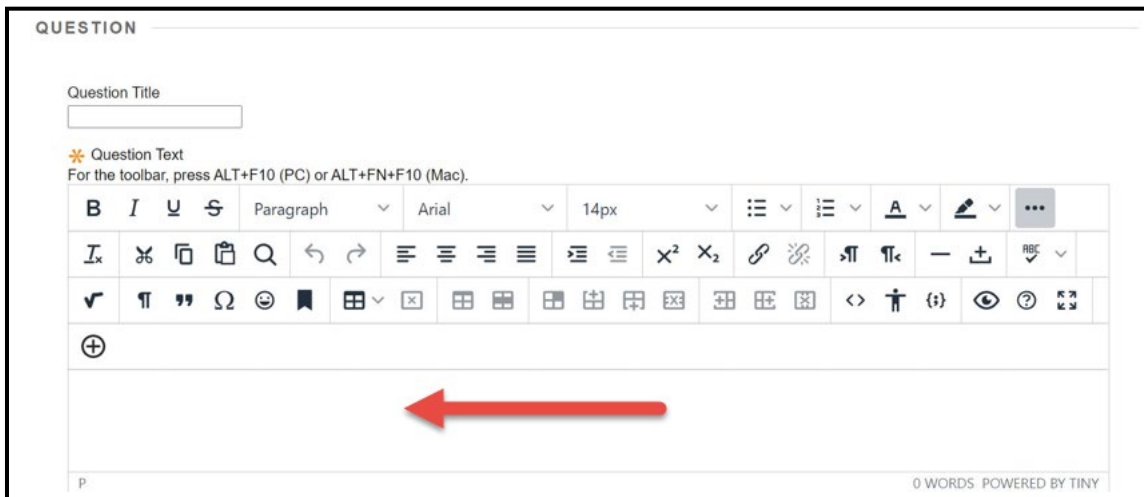
2. To add a question, click on the **Create Question** button.



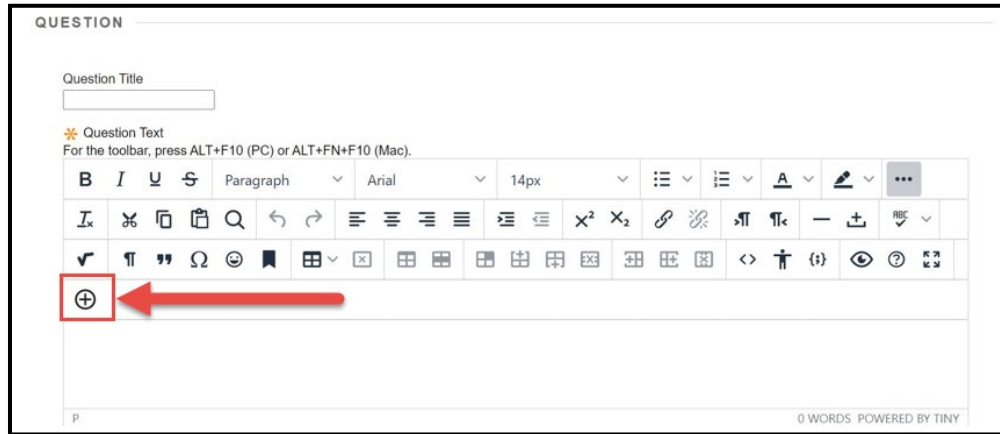
3. A drop-down menu will appear, select the appropriate question type.



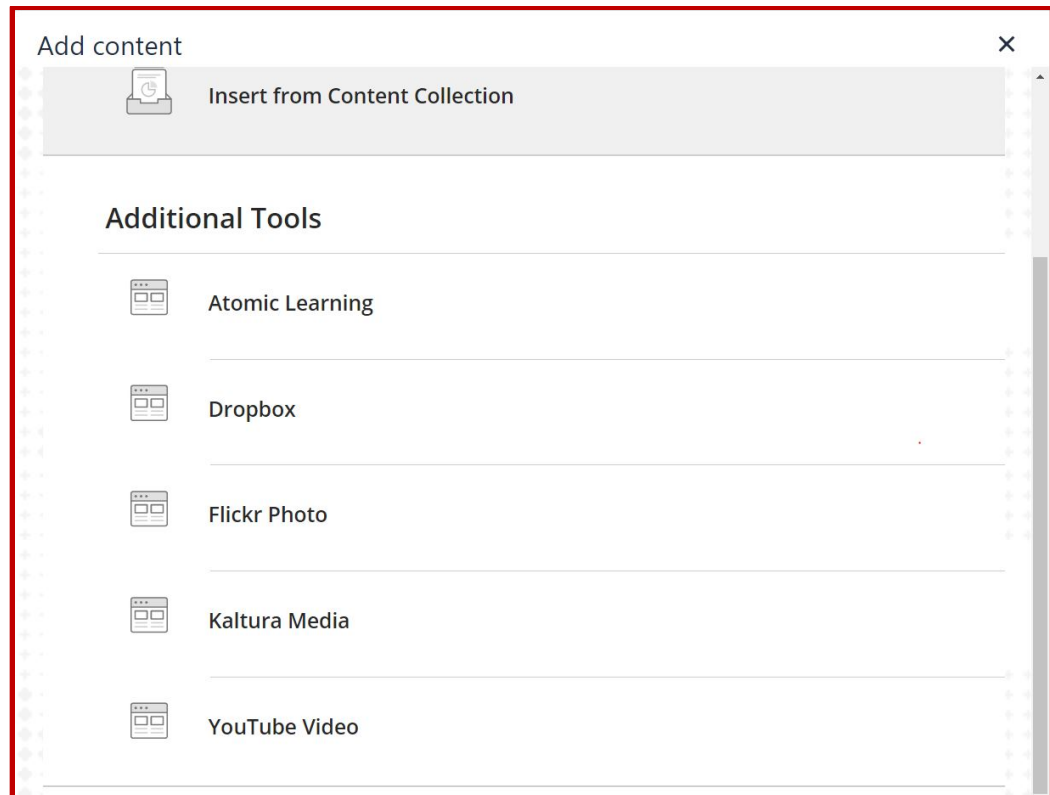
4. Enter the test question into the textbox editor.



5. If you have an image, video or another form of media required for the question, click on the plus sign to access additional options.



6. After you click on the plus sign, the options include:
- a. Atomic Learning
 - b. Dropbox
 - c. Flickr Photo
 - d. Kaltura Media
 - e. YouTube Video



- Once the question is set up, add question's answers in the **Answer** textboxes (excluding File Exchange questions).

Note: If creating an Essay or Short Answer question/answer set, leave the answer field blank.

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers
4

Correct
 Answer 1.
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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- After the question and answer fields are complete, scroll down to the **Feedback** section to add feedback for correct and incorrect answers.

This feedback will appear based on the response. Again, if you have an image, video or another form of media required for the answer, add it using the buttons on the text editor using the same process as steps 5-6.

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially answer.

Correct Response Feedback
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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9. After adding the feedback, there are several options to add keywords to your question. If you would like to learn more, visit the [question metadata page](#) on the Blackboard Help website.

Note: Adding metadata can make searching for questions in a large pool much easier. Suggested metadata practices include: Bloom's Taxonomy, Textbook Author and Edition, Chapter Number, Topic, etc.

CATEGORIES AND KEYWORDS

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Difficulty, or Keywords.*

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

INSTRUCTOR NOTES

10. When done, click **Submit**.

