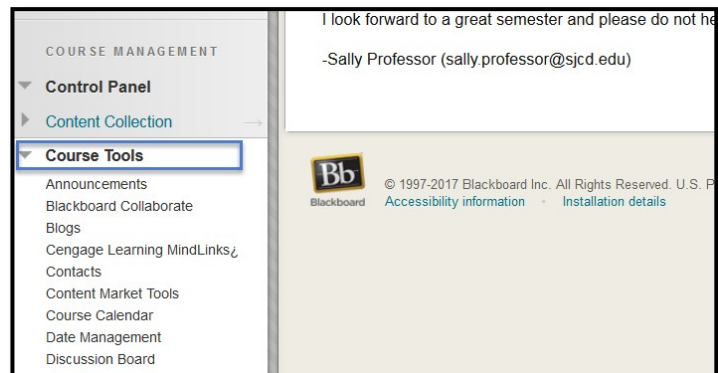

Blackboard for Employees

Creating a Test Using “Create a Question Set”

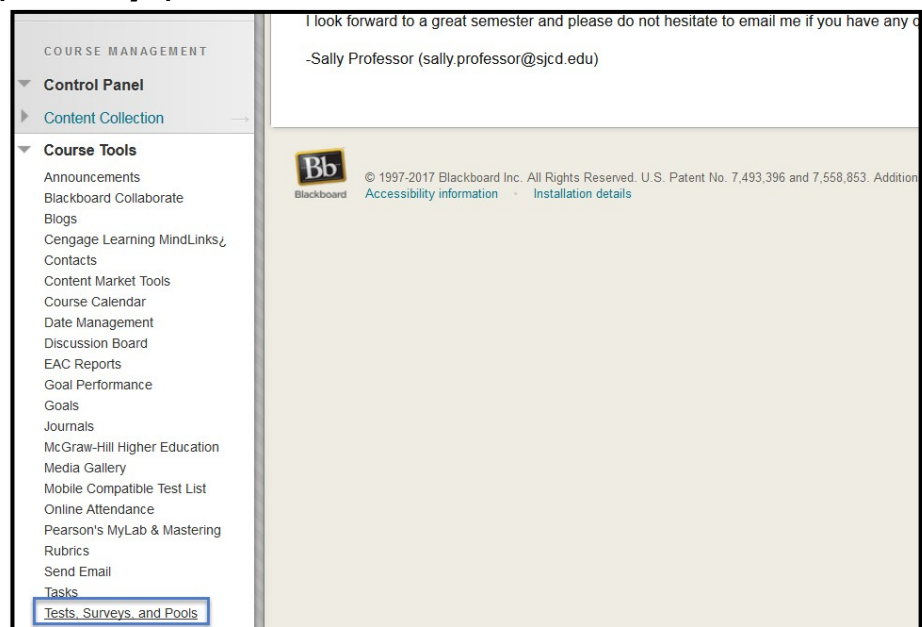
This document describes how to create a test that chooses a set of questions from the Pools feature in Blackboard.

Instructions

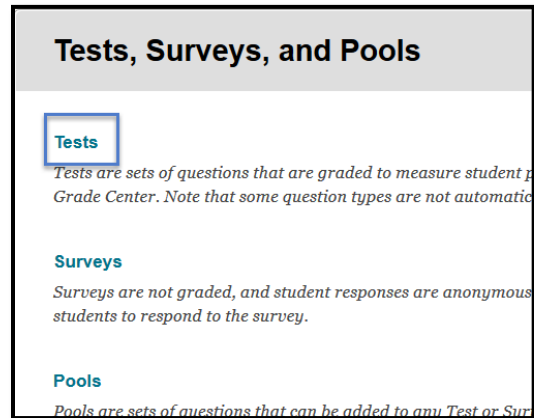
1. Login to your Blackboard course.
2. Scroll down to select the **Course Tools** located on the left panel of the computer screen.



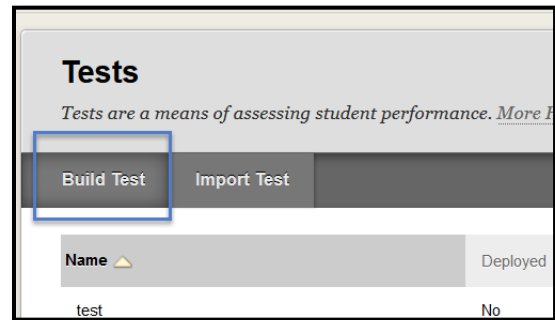
3. Then select **Test, Surveys, and Pools**.



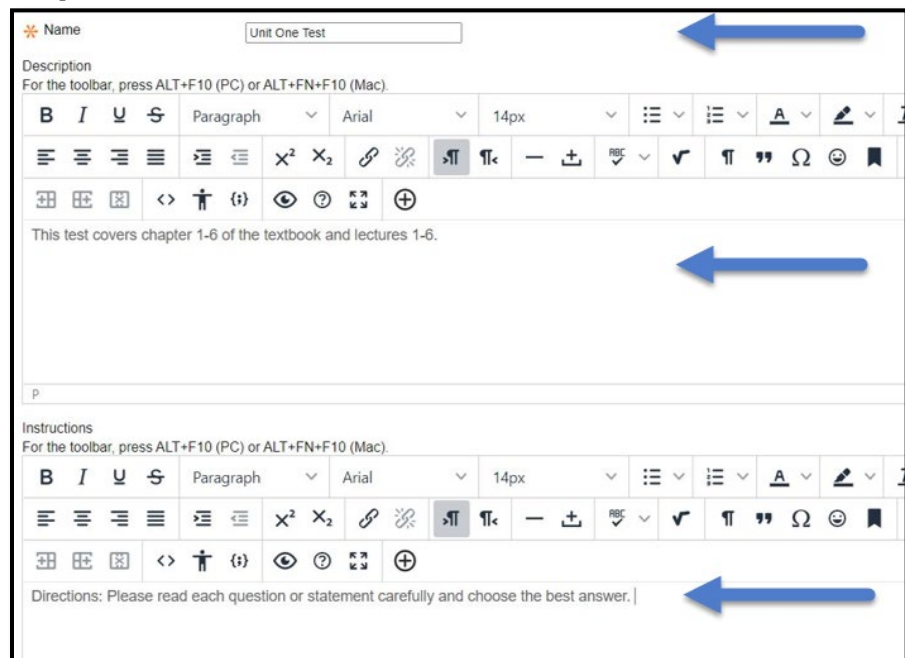
4. Select **Tests**.



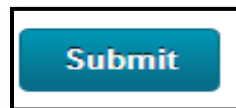
5. Select **Build Test**.



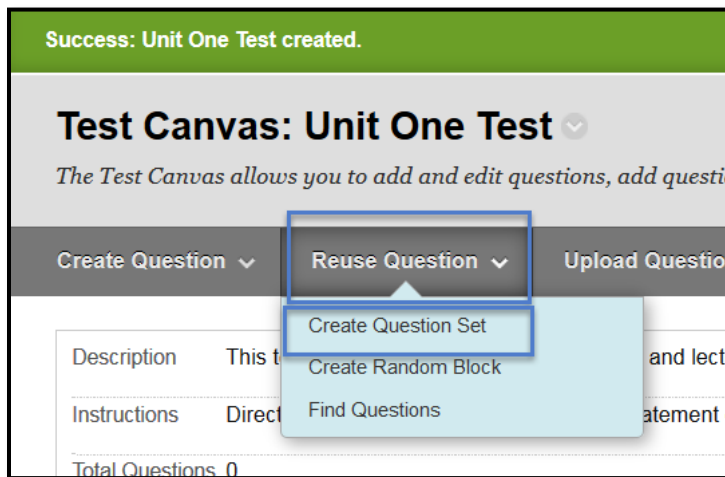
6. A new screen will appear, **Name** the test and put in all the information needed like **Description** and **Instructions** for students.



7. Click **Submit**.



8. A new screen will appear, hover over **Reuse Questions** and click on **Create Random Block**.



9. A new window will appear,
a. On the far left of the window, select your pool by clicking in the box next to the pool name(s). Use the other options to filter the questions within the pool even more (question type, category, etc.)

Best Practice: If choosing questions from multiple pools, create separate question sets.

- b. Once you've filtered the question, scroll down to the bottom of the page and click the **Show All** button so that all questions in this pool are displayed.
- c. Select the questions for the test by clicking in the first box next to each question.
- d. When finished, click **Submit**.

Create Question Set

Question sets are groups of questions that can be presented in a random fashion determined by the instructor. [More Help](#)

Search current results:

Criteria Summary

Pools Chapter Four Chapter Three

Displaying 1 to 5 of 5 items

View

Browse Criteria

Pools A

- All Pools
- Chapter Four
- Chapter One
- Chapter Seven
- Chapter Six
- Chapter Three
- Chapter Two

Tests

Question types

Categories

Topics

Levels of Difficulty

Keywords

Selected Questions:

D

<input type="checkbox"/>	Question Text ▲	Question Type	Source Name	Source Type
<input type="checkbox"/>	C Which of the following organizations has established standards for clinic...	Multiple Choice	Chapter Four	Pool
<input type="checkbox"/>	<input type="checkbox"/> Hotspot Example: Where is the banana?: Bananas are fruit full of potassium. In this picture, click on the banana.	Hot Spot	Chapter Four	Pool
<input type="checkbox"/>	<input type="checkbox"/> Which of the following are examples of independent nursing responsibilities? ...	Multiple Answer	Chapter Four	Pool
<input type="checkbox"/>	<input type="checkbox"/> Which of the following are examples of independent nursing responsibilities? ...	Multiple Answer	Chapter Three	Pool
<input type="checkbox"/>	<input type="checkbox"/> Which of the following organizations has established standards for clinical n...	Multiple Choice	Chapter Three	Pool

Displaying 1 to 5 of 5 B

10. A new screen will appear, select the number of questions to display on the test by clicking in the box next to **Number of Questions to Display**.

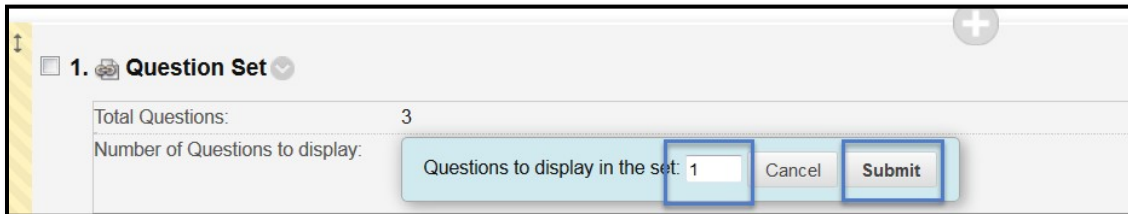
1. **Question Set**

Total Questions: 3

Number of Questions to display:

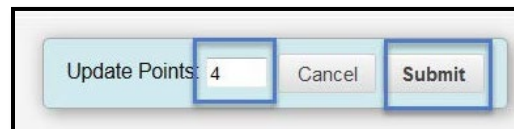
11. A blue textbox will appear, type in the number of questions that this test is to display. Click **Submit**.

Note: A question set will randomly display the desired questions on each test. The degree of variability between question will greatly depend on the size of the question set. For more information visit the [Question Set on Blackboard Help](#).



The screenshot shows a configuration window for a 'Question Set'. It displays 'Total Questions: 3' and 'Number of Questions to display:'. Below this, there is a dialog box with the text 'Questions to display in the set: 1', a 'Cancel' button, and a 'Submit' button. The '1' in the dialog box and the 'Submit' button are highlighted with blue boxes.

12. Select the points per question by clicking in the box next to **Points per Question**.
 - a. A textbox will appear, type in the number of points each question will be worth.
 - b. Click **Submit**.



The screenshot shows a dialog box titled 'Update Points: 4'. It contains a 'Cancel' button and a 'Submit' button. The '4' in the dialog box and the 'Submit' button are highlighted with blue boxes.

13. Once all of the information has been submitted, click **OK** located at the bottom right-hand side of the screen.

