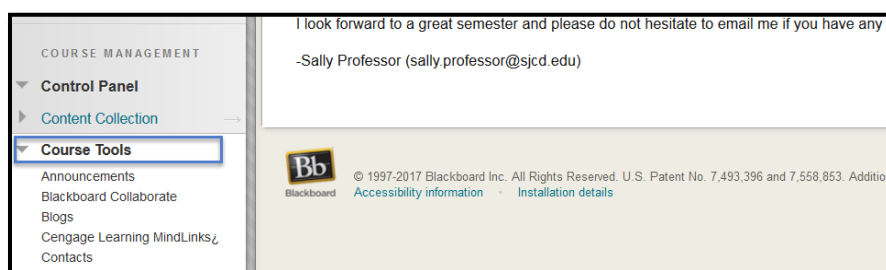

Blackboard for Employees

Creating a Test Using Random Block

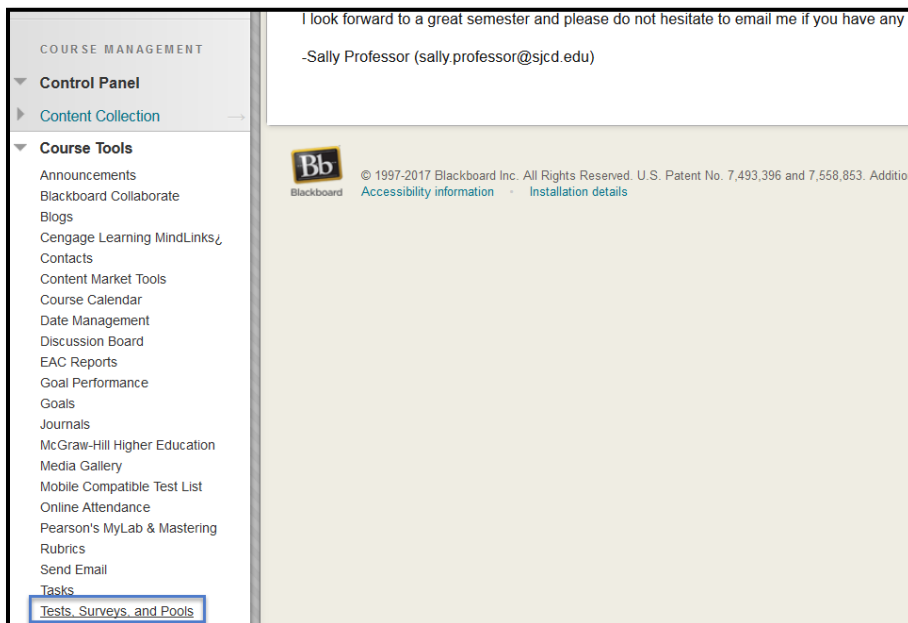
This document describes how to create a test that chooses randomized questions from the pool feature in Blackboard.

Instructions

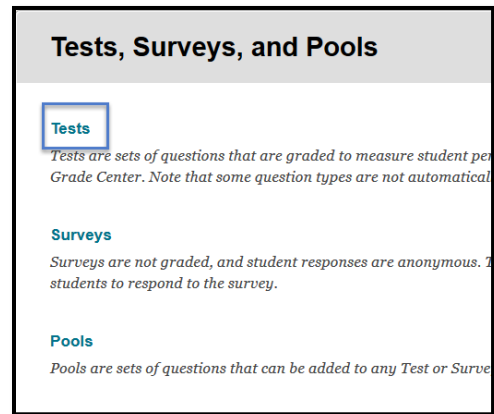
1. Navigate to a Blackboard Course site
2. Scroll down to the **Control Panel** and select **Course Tools** located on the left menu.



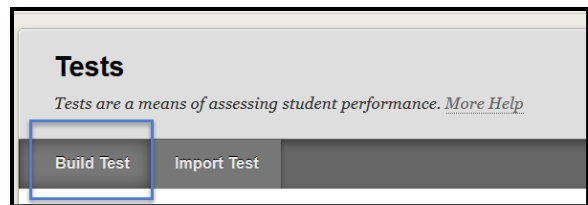
3. Select **Test, Surveys, and Pools**.



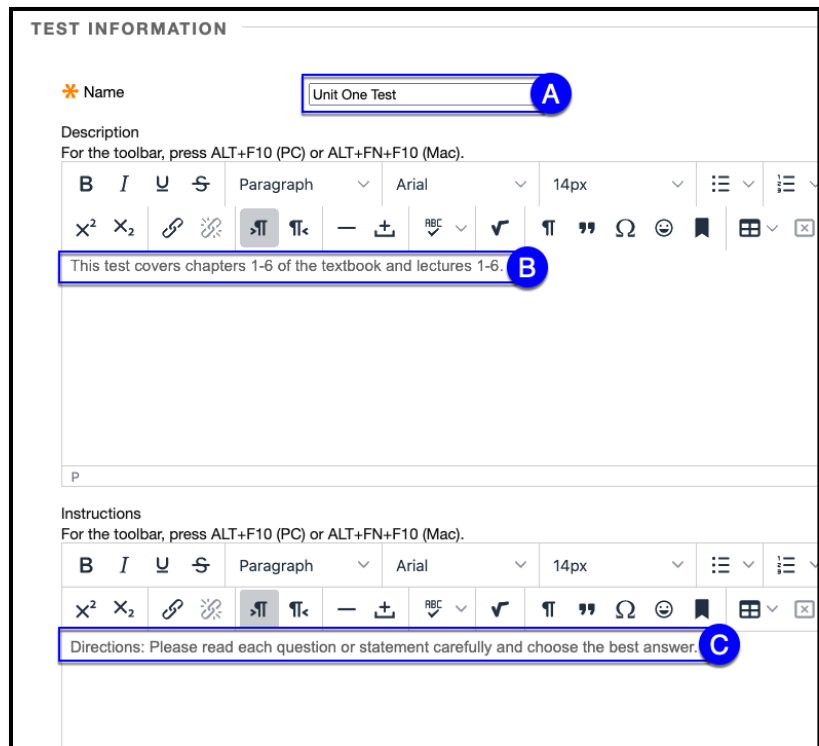
4. Select **Tests**.



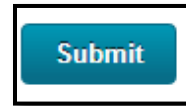
5. Select **Build Test**.



6. A new screen will appear. **Name** the test and add in all relevant information for students in the **description** and **instruction** boxes.

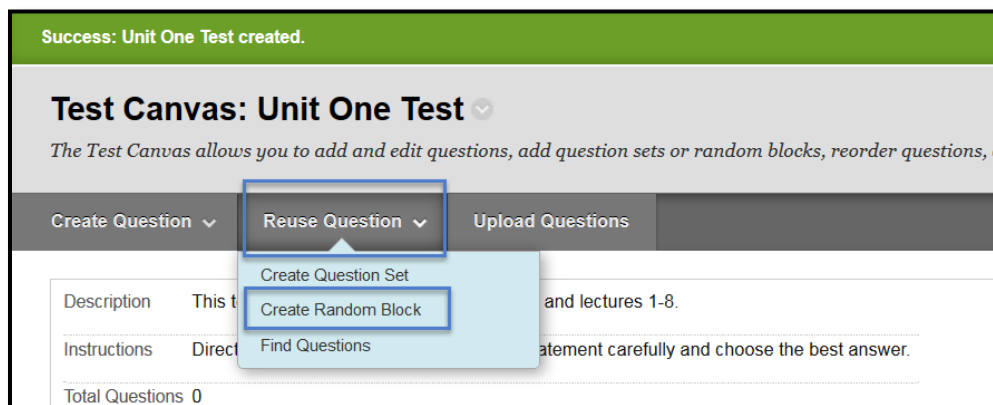


7. Click **Submit**.



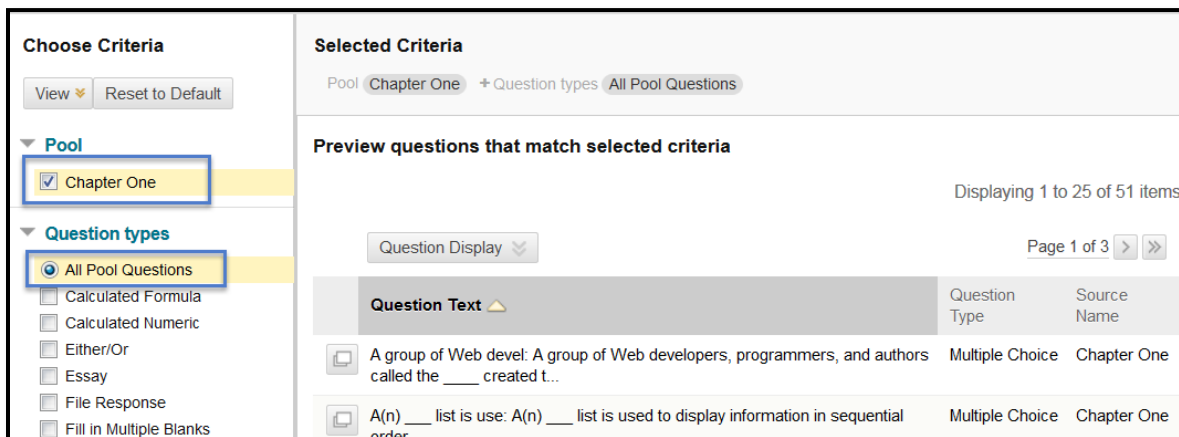
8. A new screen will appear, hover over **Reuse Questions** and click on **Create Random Block**.

NOTE: Creating a random block will not allow you remove or add questions to the block once the questions are chosen. If you wish to be able to control individual questions within a block, please see: **Create a Question Set**.

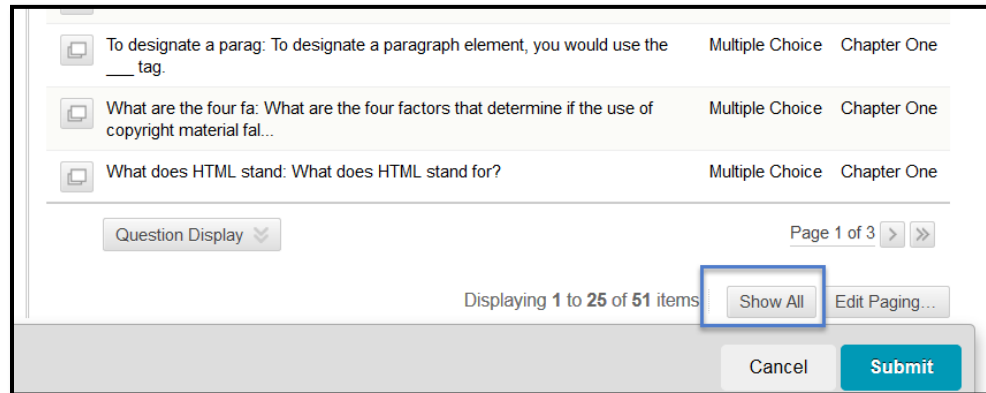


9. A new window will appear, select your **pool(s)** by clicking in the box next to the pool name(s).

Note: The default will be on **All Pool Questions** in the **Question Types** category. Change as desired.



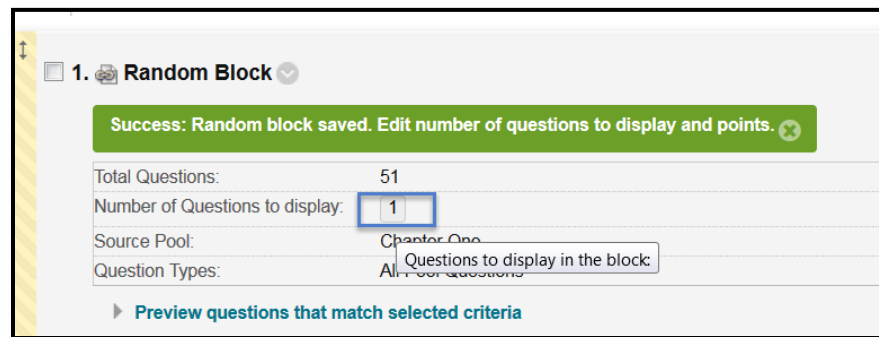
10. Once the question type is selected, scroll down to the bottom of the page and click the **Show All** button so that all questions in this pool are displayed. (Optional)



11. Review all the questions for the test. When finished, click **Submit**.

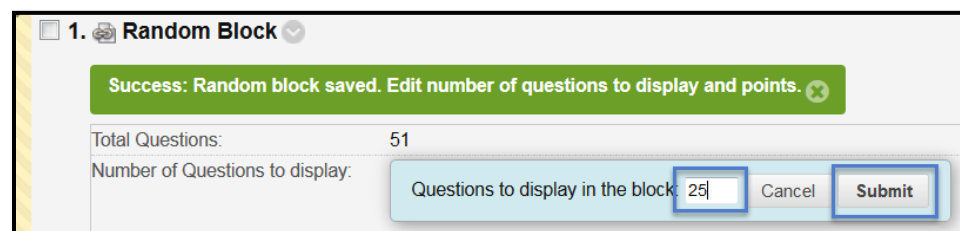


12. A new screen will appear, select the number of questions for the test by clicking in the box next to **Number of Questions to Display**.

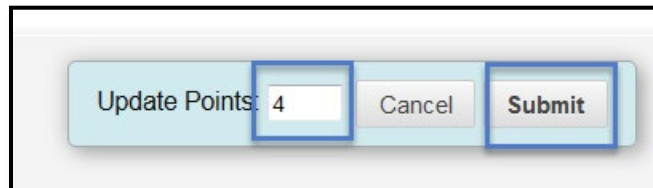


13. A blue textbox will appear, **type in the number of questions** that this test is to randomly pull from the pool.

14. Click **Submit** (very important; don't forget).



15. To change or update the points per question, click in the box next to **Points per Question**.
16. A blue textbox will appear, type in the number of points each question will be worth.
17. Click **Submit** (very important; don't forget).



18. Once all of the information has been submitted, click **OK** located at the bottom righthand side of the screen.

