

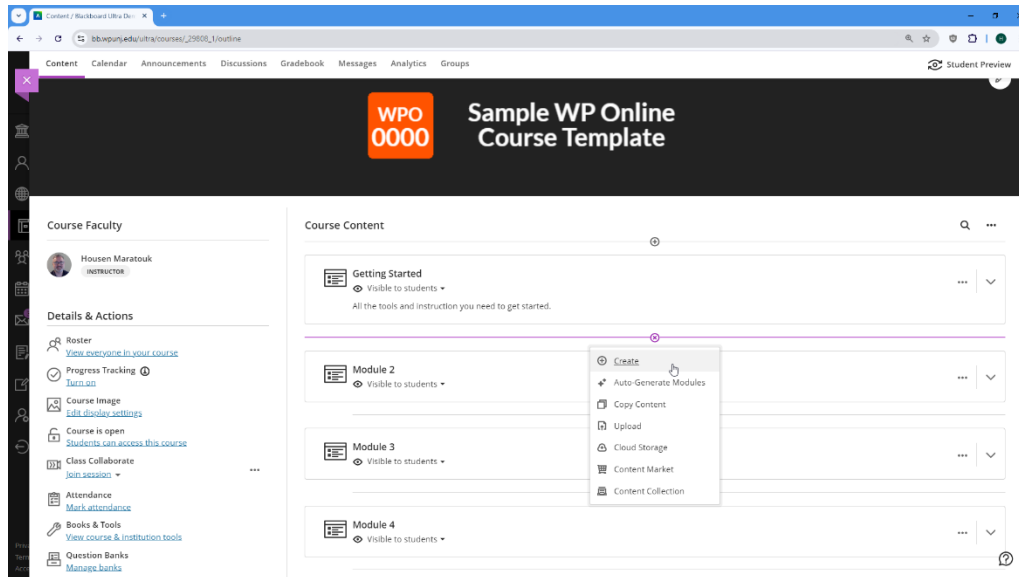


## Center for Teaching with Technology

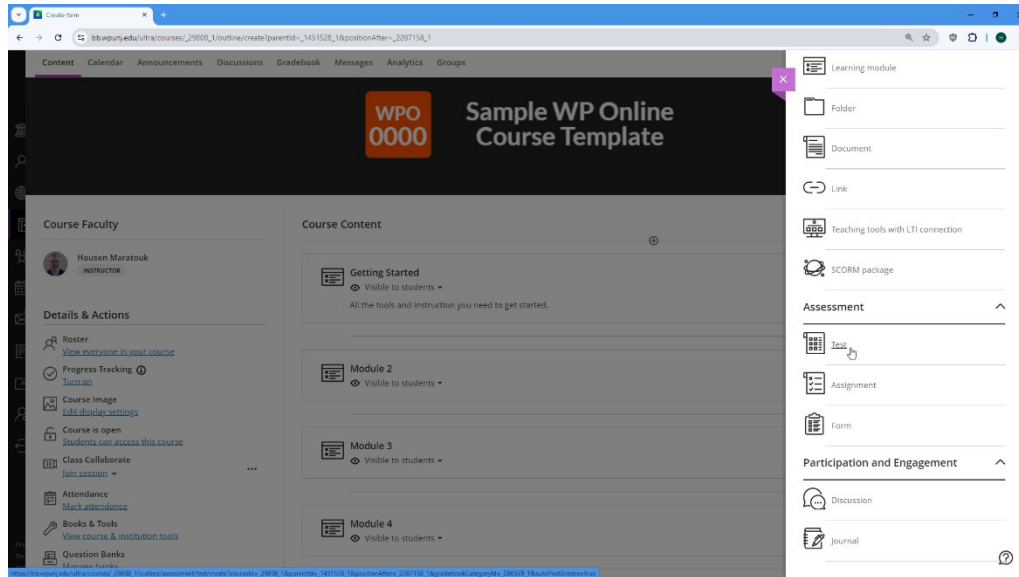
CTT Learning Space: Cheng Library 120k  
Office: Library 120e – Phone: 973-720-2659

### Creating Tests in Blackboard Ultra

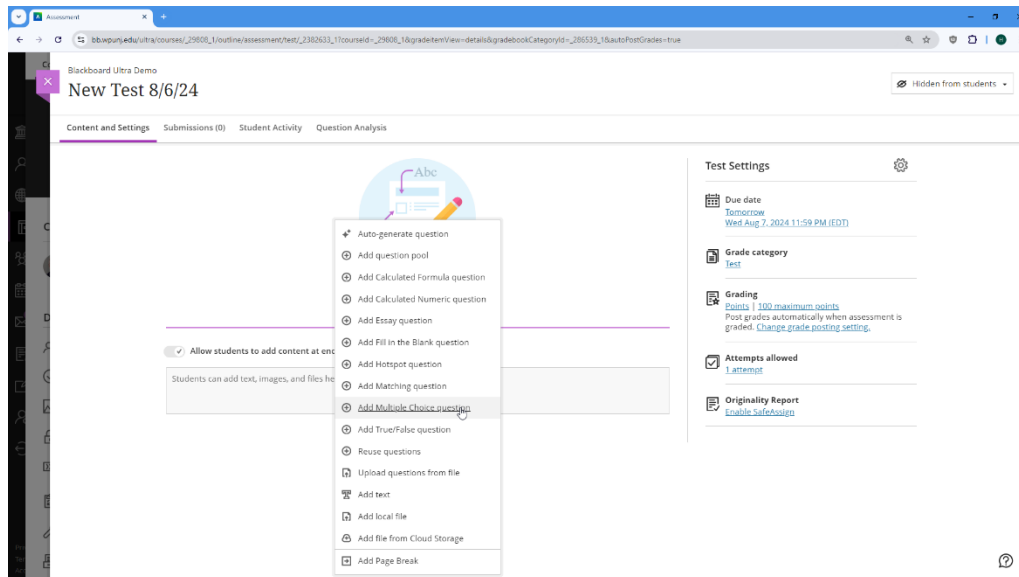
Creating tests in Blackboard Ultra is a straightforward process that can begin in any content area, whether in or outside of a module or folder. To start the process, go to the content area of any course shell in which you have Instructor privileges, click on one of the icons that looks like a circle with a “plus sign” in it, and then click on “Create” in the resulting menu.



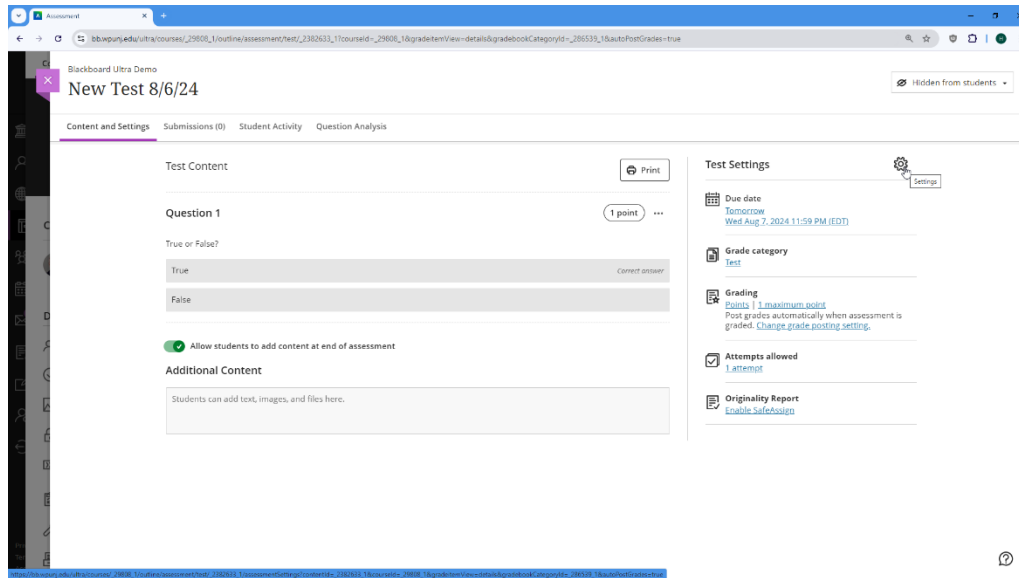
This will open a panel on the right-hand side of the page, which you can use to scroll down to find and click on “Test.”



As the Test page opens, name your assignment by typing over the default name, which shows “New Test,” followed by the current date. Next, locate click on the icon that looks like a circle with a “plus sign” near the middle of the page and then on the desired question type in the resulting menu. You can use any combination of question types that appear in this menu.

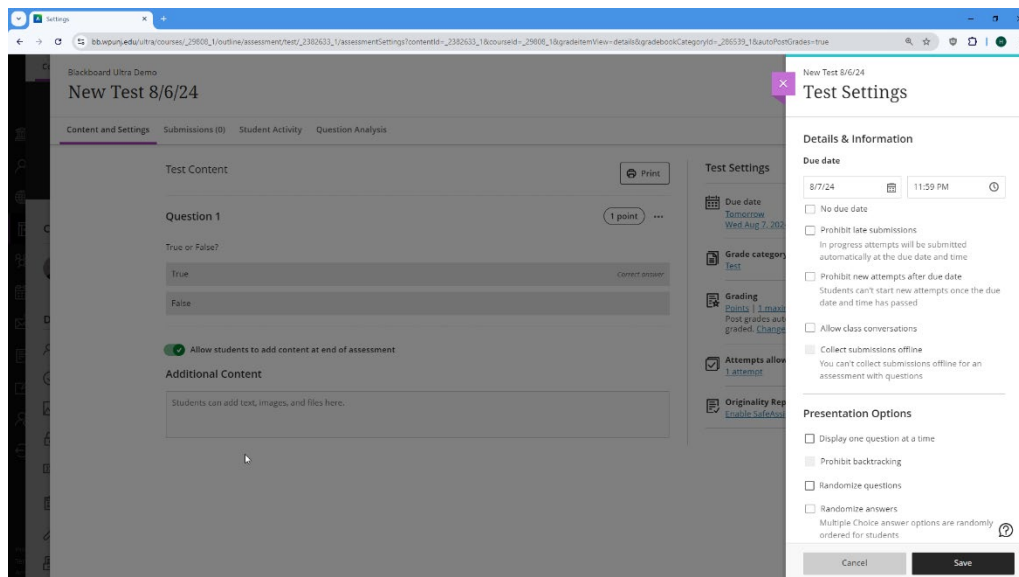


This will take you through the process of creating one of the desired question types, setting the correct response(s), and configure how much each question is worth.

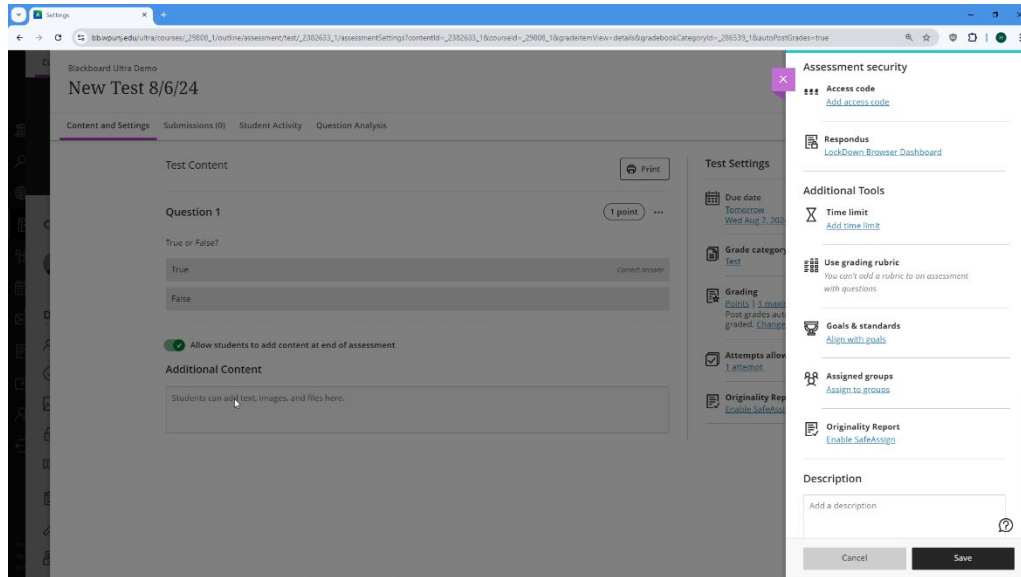


Next, click on the icon that looks like a picture of a gear, near the top-right of the page to enter the “Test Settings” area. Here, you will be able to configure the settings for the assignment, including its due date, grading scale, and more.

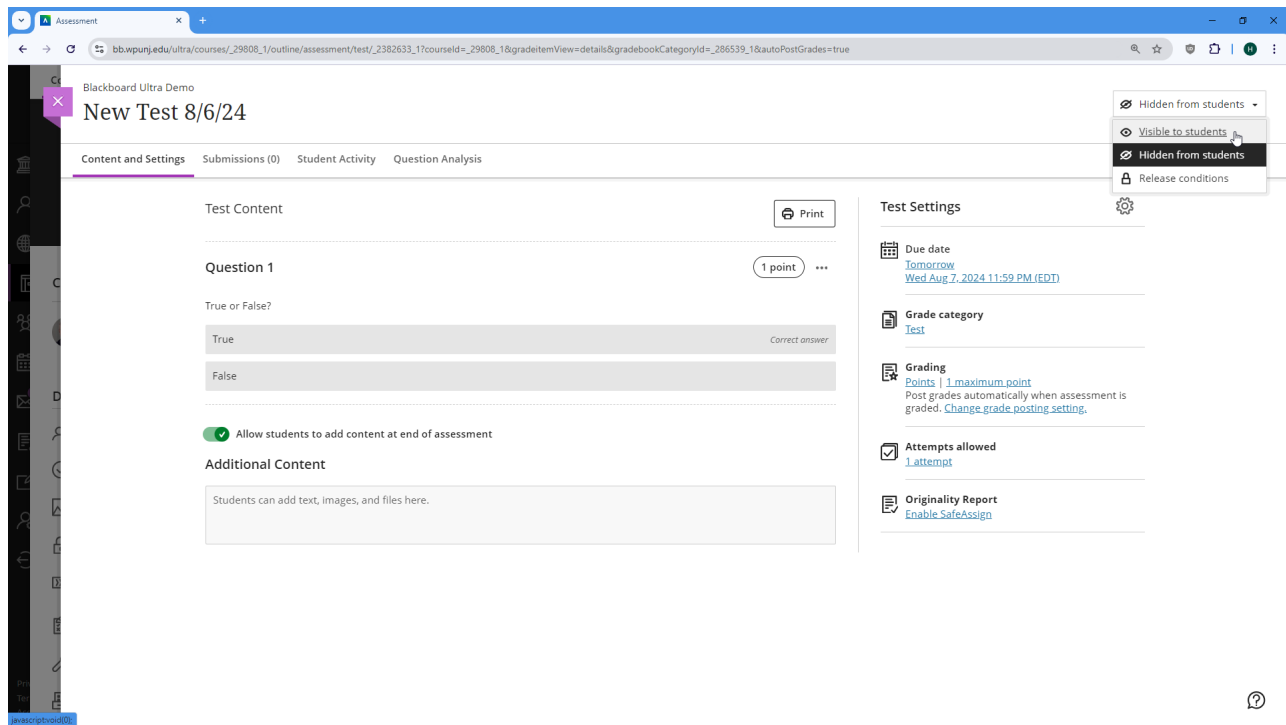
As you make your way through this panel you will notice that some items are grayed out and inaccessible. This is because in Blackboard Ultra, the same interface is used when creating Assignments and Tests, with settings opening becoming available based on what they contain. So you can create an “Assignment” that includes multiple choice questions or a “Test” that includes file based responses, with the presence of each type of question controlling which settings opening are available and which are grayed out.



Scroll down through the panel to find and configure the remaining settings before clicking on the “Save” button, near the bottom-right of the page.



And finally, use the pull-down menu near the top-right corner of the page to set the test’s visibility.



For more about creating tests in Blackboard Ultra, please contact the Center for Teaching with Technology.