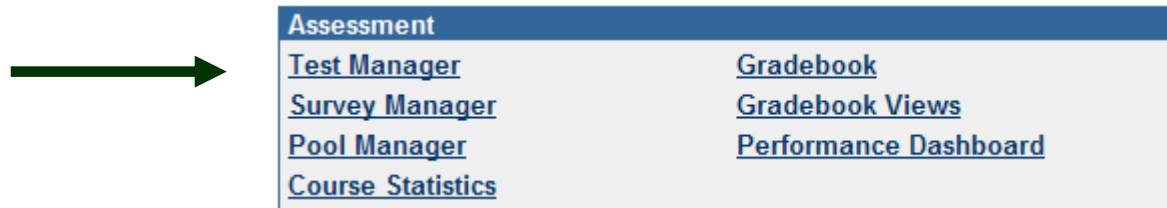
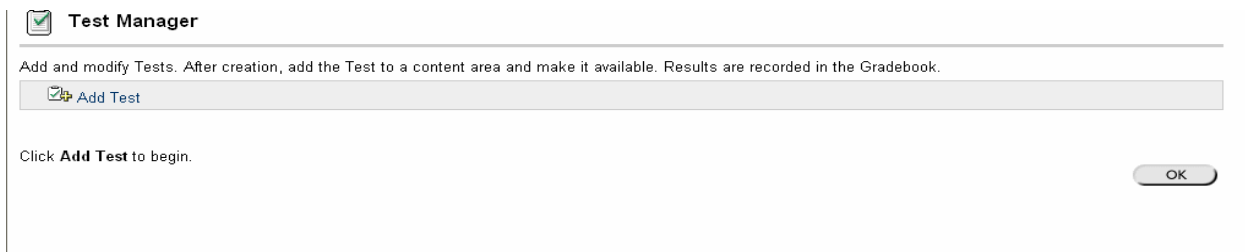


# Using the Test Manager in Blackboard 6.3

1. In the **Control Panel** area, click the **Test Manager** link under Assessment



2. On the **Test Manager** page, click **Add Test**



3. In the **Test Information** section, type the **Name**, **Description** and **Instructions** for the test in the text boxes provided. Be sure to click the **Submit** button to continue.

## Test Information

Enter the name, description, and instructions.

### 1 Test Information

**Name**

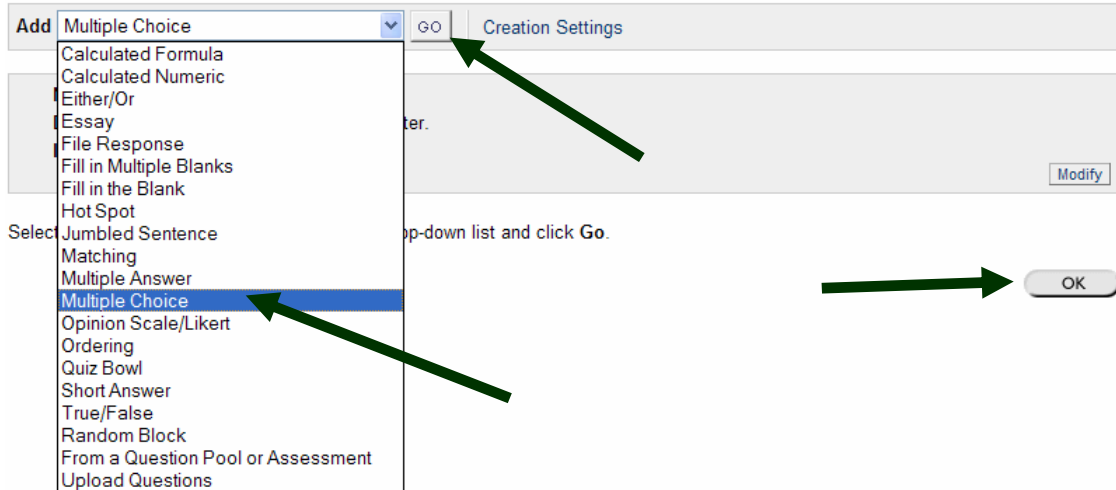
**Description**   
Normal | 3 | Times New Roman | **B** | *I* | U | [List Icons]

**Instructions**   
Normal | 3 | Times New Roman | **B** | *I* | U | [List Icons]

4. On the **Test Canvas** page, use the **Add** drop-down menu to select the type of question you want to add, then click the **GO** button. For the purposes of this tutorial, select **Multiple Choice**. Click **OK**

#### **Test Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

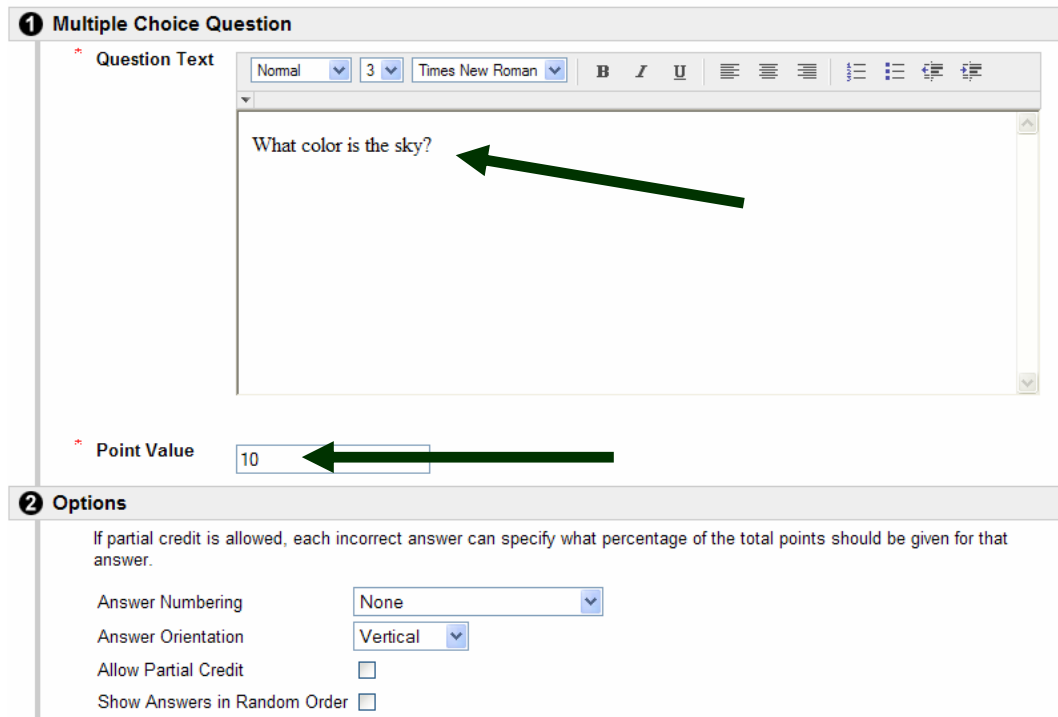


The screenshot shows the 'Add' dropdown menu with 'Multiple Choice' selected. The 'GO' button is visible to the right of the dropdown. A green arrow points from the 'GO' button to the 'Multiple Choice' option in the dropdown. Another green arrow points from the 'Multiple Choice' option to the 'OK' button.

5. On the **Add/Modify Question** page, enter the **Question Text** in the text box, assign a **Point Value**, select the Options you want, and the **Number of Answers**.

#### **Add/Modify Multiple Choice Question**

Add the question text, then set the point value and the number of answers. Add the answer choices, indicate the correct answer, and provide feedback for user responses.



The screenshot shows the 'Add/Modify Multiple Choice Question' page. The 'Question Text' field contains 'What color is the sky?'. The 'Point Value' field is set to '10'. The 'Options' section shows 'Answer Numbering' set to 'None' and 'Answer Orientation' set to 'Vertical'. A green arrow points to the 'Question Text' field, and another green arrow points to the 'Point Value' field.

6. Enter the text for the Answers 1-4 in the text boxes provided. Designate the correct answer by clicking on the radio button to the left of the appropriate Answer.

**3 Answers**

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

Number of Answers

Correct

Answer 1.  ←

Answer 2.  ←

7. In the **Feedback** section, enter the text for a Correct and Incorrect Response.

**4 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 correct will receive the feedback for an incorrect answer.

**Correct Response Feedback**

←

**Incorrect Response Feedback**

Click the **Submit** button to finish adding your question.

8. You return to the **Test Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented.