



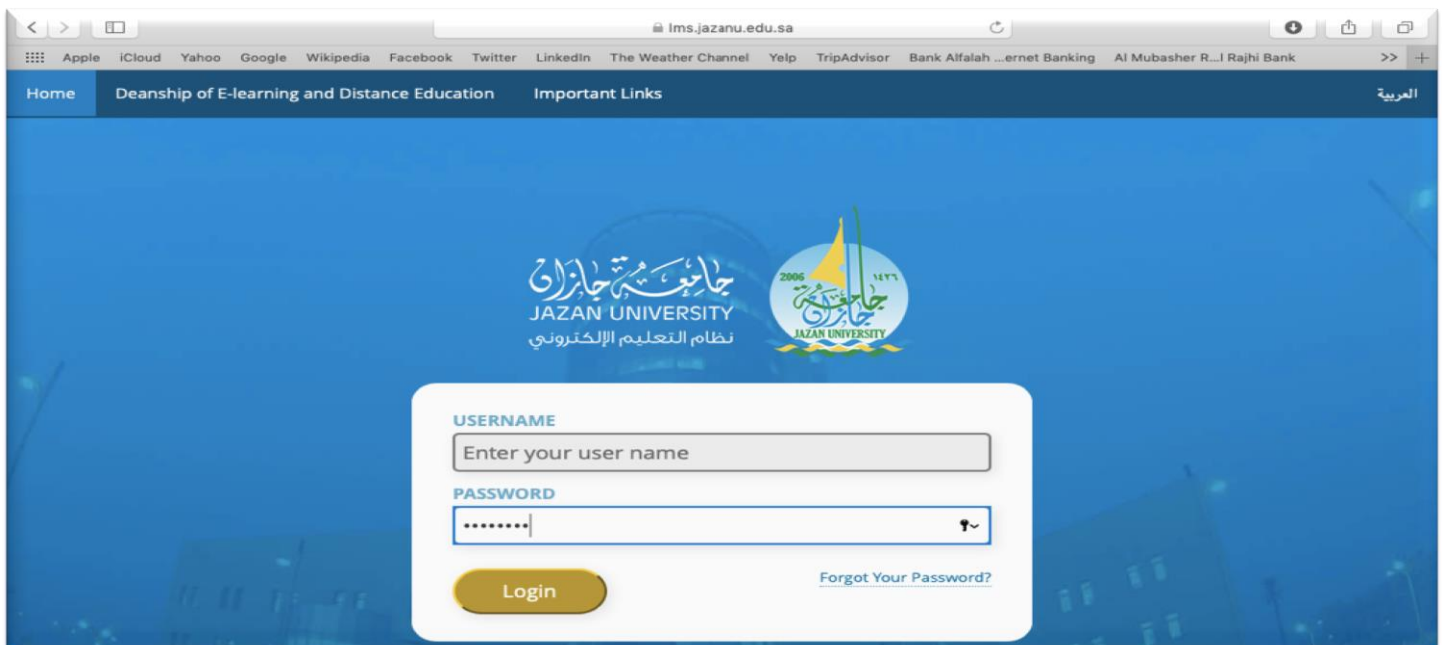
eExam Assessments Steps (A to Z) in **Blackboard**





Follow the steps

How to Create Assessment Questions in Blackboard



The screenshot shows the Blackboard login interface for Jazan University. The browser address bar displays 'ims.jazanu.edu.sa'. The page header includes navigation links: Home, Deanship of E-learning and Distance Education, and Important Links. The main content area features the university's logo and name in Arabic and English. Below the logo is a login form with two input fields: 'USERNAME' with the placeholder 'Enter your user name' and 'PASSWORD' with masked characters. A 'Login' button is positioned below the password field. A link labeled 'Forgot Your Password?' is located to the right of the login button.

1

Login to your BB account





The screenshot shows the Blackboard LMS interface. At the top, there is a navigation bar with links for 'My Institution', 'Courses', 'Community', and 'Services'. The 'Courses' link is highlighted with a red box. A blue arrow points from a callout box at the bottom to this 'Courses' link. The callout box contains the number '2' and the text 'Click on Courses'. Below the navigation bar, the main content area is divided into several sections: 'Tools' (with links like Announcements, Calendar, Tasks, etc.), 'My Announcements' (showing 'No Institution Announcements have been posted in the last 7 days.'), 'My Organizations' (showing 'You are not currently participating in any organizations.'), 'Download Blackboard's Student App Today' (with a graphic of a smartphone), 'My Courses' (showing 'Courses where you are: Instructor' and 'Training EN Course 1'), and 'On Demand Help' (with links for 'Help for Students' and 'Help for Instructors').

2 Click on Courses





The screenshot shows the 'Courses' page of the eLearning Center. The page has a dark header with a navigation bar containing 'My Institution', 'Courses', 'Community', and 'Services'. The 'Courses' section is divided into three main areas: 'Course Search', 'Course List', and 'Course Catalog'. The 'Course List' section displays a list of courses where the user is an instructor, including 'Training EN Course 1'. A blue arrow points from a yellow circle with the number '3' and an orange box labeled 'Select your course' to the 'Training EN Course 1' entry in the 'Course List' section.





The screenshot displays the Blackboard interface for 'Training EN Course 1'. The interface includes a top navigation bar with 'My Institution', 'Courses', 'Community', and 'Services'. Below this, a 'Training EN Course 1' header shows 'Assignment Blackboard' and 'Edit Mode: ON'. A left sidebar lists course components: 'Home Page', 'Information', 'Virtual Lecture', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', 'Announcement', 'Blackboard Exam', and 'Assignment Blackboard'. The 'Content' item is highlighted with a red box. A blue arrow points from the 'Select Content' callout to this box. Another blue arrow points from the 'Click Assessments' callout to the 'Assessments' dropdown menu in the 'Build Content' section. A third blue arrow points from the 'Select Test' callout to the 'Test' option within the 'Assessments' dropdown. The 'Assessments' dropdown menu is open, showing options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', and 'McGraw-Hill Assignment'. The 'Test' option is highlighted with a red box. The main content area shows a message: 'It's time to add content... Use functions above to add it.'

1 Select Content

2 Click Assessments

3 Select Test





EN_01 Training 2

My Institution Courses Community Services

Training EN Course 1 Blackboard Exam Create Test Edit Mode is: ON

Create Test

After you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. [More Help](#)

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test **Create**

Add an Existing Test

-- Select Test Below --
BB Test
Blackboard Test
Blackboard Learn
pool test

Click 'Create'





Training EN Course 1

- Home Page
- Information
- Virtual Lecture
- Content
- Discussions
- Groups
- Tools
- Help
- Announcement
- Blackboard Exam
- Assignment Blackboard

Course Management

- Control Panel
- Files
- Course Tools
 - Achievements
 - Announcements
 - Attendance
 - Blackboard Collaborate Ultra
 - Blogs
 - Contacts
 - Content Market Tools
 - Course Calendar
 - Course Messages
 - Discussion Board
 - Glossary

Test Information

Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Description

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

Add Description

Path: p

Words:2

Instructions

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

Instruction about eExam

Click **Submit** to proceed.

Cancel Submit

Write 'Exam Name'

1

Add Description

2

3

Write Instructions about exam for the students

Click Submit

4





The screenshot shows the Blackboard eExam interface. A purple banner at the top states "Success: Blackboard eExam created." Below this, the "Test Canvas: Blackboard eExam" section is visible. A red box highlights the "Create Question" dropdown menu, which lists 17 question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. Two blue arrows point from the annotations to the "Create Question" button and the list of question types.

Click 'Create Ques/ on' 1

Choose from 'Ques/ on Types' 2
17 types of 'ques/ on types' supported in Blackboard





Create/Edit True/False Question

A True/False question displays two answer options; true and false. There is no partial credit options for True/False questions. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

TRUE/FALSE

Write 'Question Title' 1

* Question Text

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

Write Question' 2

Corona Virus is a Pandemic?

Path: p

Words:5

Answer: ☒ True
☐ False

Choose Option for
'Correct Answer' 3

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

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



Congratulations! Your answer is Correct.

Feedback for 'Correct Answer' 4

Path: p

Feedback for 'Incorrect Answer' 5

Incorrect Response Feedback



Sorry! Your Answer Isn't Correct.

Click 'Submit and Create Another' when you finish adding your same type of questions 6

Click 'Submit' Once you finish adding your same type of questions 7

Click Submit to proceed.

Cancel

Submit and Create Another

Submit





The screenshot shows the Blackboard eExam interface. A purple banner at the top states "Success: Blackboard eExam created." Below this, the "Test Canvas: Blackboard eExam" section is visible. A red box highlights the "Create Question" dropdown menu, which lists various question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. A blue arrow points from the "Create Question" dropdown to an orange callout box on the right. The callout box contains the text: "Repeat the Same Steps to add another type of questions". The interface also shows a sidebar with "Training EN Course 1" and "Course Management" options, and a main content area with a message: "This test has no questions! Create questions or add questions from other resources."

Success: Blackboard eExam created.

Test Canvas: Blackboard eExam

The Test Canvas lets you add, edit, and reorder questions. You can also review a test. [More Help](#)

Create Question Reuse Question Upload Questions Question Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

on

out eExam

This test has no questions!
Create questions or add questions from other resources.

← OK

Repeat the Same Steps to add another type of questions





Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

Multiple Choices

* Question Text

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



Covid-19 Pandemic started in the month of ?

Path: p » strong » span » span

Words:8

Write 'Question Title'

1

Write Question'

2





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.

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



September

Write 'Answer 1'

1

Write 'Answer 2'

2

☐ Answer 2.

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



October

☐ Answer 3.

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



November

Write 'Answer 3'

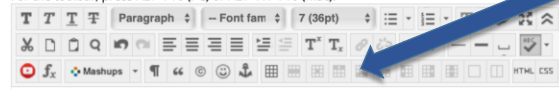
3

Choose "Right Answer"

5

☒ Answer 4.

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



December

Write 'Answer 4'

4

Click 'Submit and Create Another' until you finish adding your same type of questions

6

Click 'Submit' Once you finish adding your same type of questions

7

Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.

Cancel

Submit and Create Another

Submit





Description Add Description
Instructions Instruction about eExam

Total Questions 2
Total Points 15

Select: All None Select by Type: Question Type - 1
Delete Points

**Choose 'Points' for each Question.
By default '10 Points' for each**

1. True/False: TRUE/FALSE
Question Corona Virus is a Pandemic?
Answer ☒ True
Correct Feedback Congratulations! You are answer is Correct...
Incorrect Feedback Sorry! Your Answer isn't Correct.

Points: 10

2. Multiple Choice: Multiple Choices: Covid-19 Pandemic started in the...
Question Covid-19 Pandemic started in the month of ?
Answer ☐ September
☐ October
☐ November
☒ December

Points: 5

Choose the Display Options

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit ☐

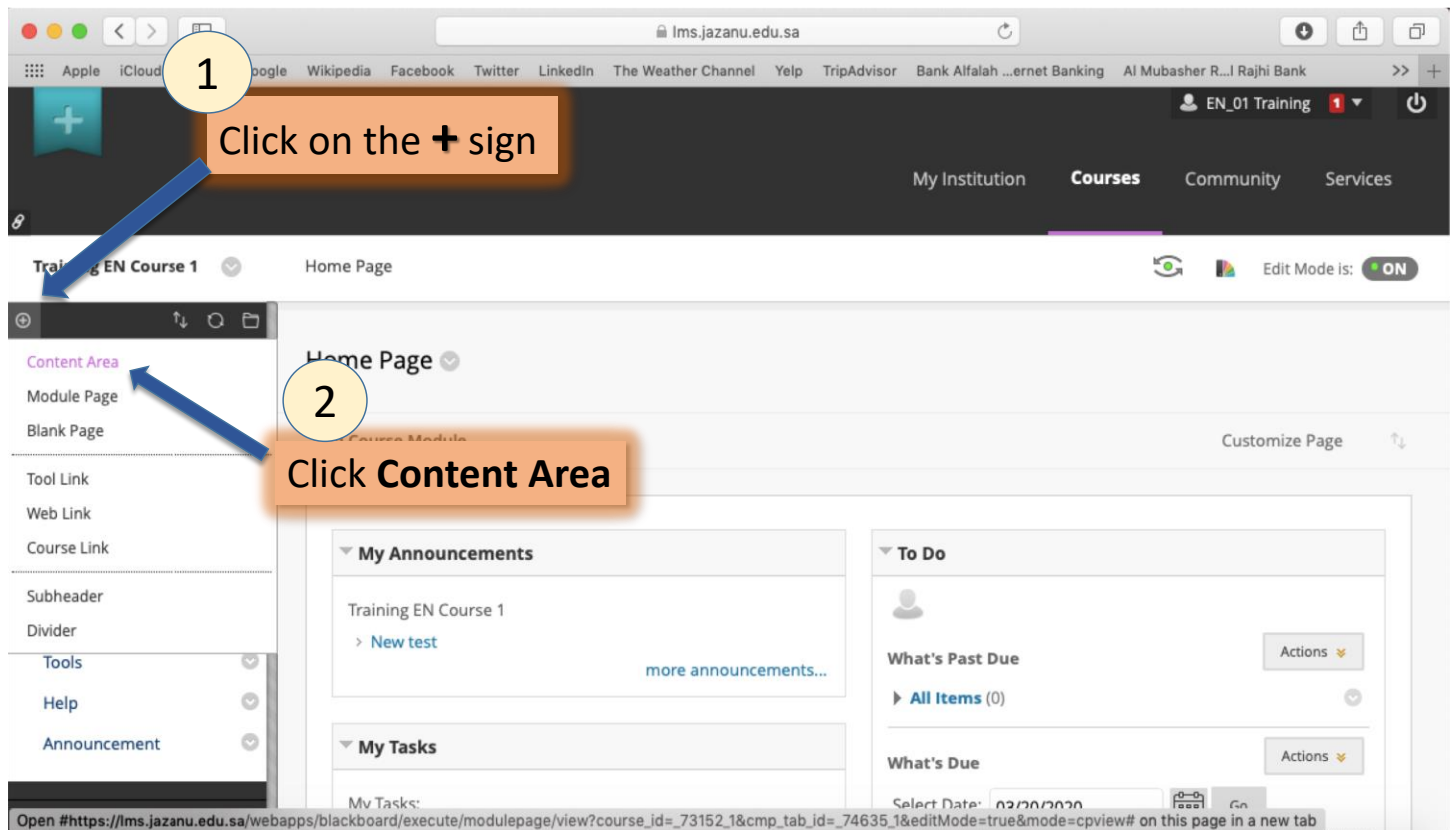
Show Answers in Random Order ☒





Follow the Steps

How to Deploy Assessment in Blackboard



The screenshot shows the Blackboard LMS interface for a course titled "Training EN Course 1". The browser address bar shows "lms.jazanu.edu.sa". The top navigation bar includes links for "My Institution", "Courses", "Community", and "Services". The "Courses" link is highlighted. Below the navigation bar, the "Content Area" is visible on the left sidebar, and the "Home Page" is displayed in the main content area. The "Home Page" shows "My Announcements" and "My Tasks" sections. A blue arrow points to the "+" sign in the top left corner of the course page, labeled "1 Click on the + sign". Another blue arrow points to the "Content Area" in the left sidebar, labeled "2 Click Content Area".

1 Click on the + sign

2 Click Content Area

Open #https://lms.jazanu.edu.sa/webapps/blackboard/execute/modulepage/view?course_id=_73152_1&cmp_tab_id=_74635_1&editMode=true&mode=cpview# on this page in a new tab





The screenshot shows the Blackboard interface for 'Training EN Course 1'. The 'Add Content Area' dialog box is open, and the 'Name' field is set to 'Blackboard Exam'. The 'Available to Users' checkbox is checked. The 'Submit' button is visible. Annotations with arrows point to the 'Name' field (labeled 3), the 'Available to Users' checkbox (labeled 4), and the 'Submit' button (labeled 5).

3 Type the title of the exam

4 Check ☒ the box

5 Click Submit





My Institution Courses Community Services

Training EN Course 1 Home Page Edit Mode is: ON

Home Page

Add Course Module Customize Page

My Announcements

My Tasks

What's Past Due

What's Due

Today (0)

Click New Content Tab 'Blackboard Exam'.

Training EN Course 1

Home Page

Information

Virtual Lecture

Content

Discussions

Groups

Tools

Help

Announcement

Blackboard Exam

Course Management





EN_01 Training

My Institution Courses Community Services

Training EN Course 1 Assignment Blackboard Edit Mode is: ON

Item added to course menu

Click Assessments 1

Assignment Blackboard

Build Content Assessments Tools Partner Content

Select Test 2

Test

Survey

Assignment

Self and Peer Assessment

McGraw-Hill Assignment

It's time to add content...

Use functions above to add it.





▼ Training EN Course 1

Home Page

Information

Virtual Lecture

Content

Discussions

Groups

Tools

Help

Announcement

Blackboard Exam

Course Management

▼ Control Panel

► Files

▼ Course Tools

Achievements

Announcements

Attendance

Blackboard Collaborate

Ultra

Create Test

After you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. [More Help](#)

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --
BB Test
Blackboard Test
Blackboard Learn
pool test
Blackboard Exam

Select your Exam

Click Submit

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel

Submit





Success: Blackboard Exam created.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name

Content Link Description

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

Scroll down the page to fill up all **Test Options**

- Blackboard Collaborate Ultra
- Blogs
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Discussion Board
- Glossary
- Goal Performance
- Journals
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Path: p Words:0

Open test in new window ☒ Yes ☐ No

TEST AVAILABILITY

Make available to students ☒ Yes ☐ No

Add a new announcement for this test ☒ Yes ☐ No

☐ Multiple Attempts

- ☐ Allow Unlimited Attempts
- ☐ Number of Attempts

Score attempts using

☐ Force Completion

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

Select **Yes** 'Make available to students'

Select **Yes** in **Add a new announcement for the test**

Multiple Attempts

It depends upon Faculty/College to allow Multiple Attempts or not.

Do not Check ☒ the box to **Force Completion**





5 Select Set Timer and dura/ on of the exam

6 Select Auto Submit ON

7 Check ☒ the boxes and set the start + me and end + me of the exam

Click **Submit** to edit options for this test. Click **Cancel** to quit.

8 Select 'Test Presenta2on'
It is highly recommended to select 'One at a Time'
As it would ensure user's progress is saved con2nuously to avoid any issue; Unless it is required to display "All at Once".

9 Check ☒ Randomize Ques4ons

10 Click **Submit**
Must Review all Op2ons before Submit

Click **Submit** to edit options for this test. Click **Cancel** to quit.





Follow the Steps

How to Preview Assessment in Blackboard

The screenshot shows the Blackboard interface for 'Training EN Course 1'. The left sidebar contains a list of course items, with 'Blackboard Exam' highlighted by a red box and a blue arrow pointing to it. An orange callout box labeled '1' says 'Select in Content Tab Blackboard Exam'. The main content area shows the 'Blackboard Exam' item, also highlighted by a red box and a blue arrow. An orange callout box labeled '2' says 'Click on the exam to preview it'. The top navigation bar includes 'My Institution', 'Courses', 'Community', and 'Services'. The top right shows the user 'EN_01 Training' and a power icon. The bottom of the sidebar shows 'Course Management'.





Blackboard Exam – Training EN Course 1

Begin: Blackboard Exam – Training EN Course 1

Begin: Blackboard Exam

Check the Instructions

INSTRUCTIONS

Click **Begin** to start: Blackboard Exam. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

Click **Begin** to preview the questions

Cancel **Begin**





Blackboard Exam – Training EN Course 1

Preview Test: Blackboard Exam – Training EN Course 1

Preview Test: Blackboard Exam

★ Test Information

Description

Instructions

Multiple Attempts Not allowed. This test can only be taken once.

Force Completion Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

✖ Question Completion Status:

QUESTION 1

The capital city of Saudi Arabia is:

☐ Jazan

☐ Riyadh

☐ Jeddah

☐ Medina

1 points

Save Answer

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers

Save and Submit

Now you can preview your final exam.

