Blackboard
LEARN ULTRA
نظام إدارة التعلم

جامعة الباحة
عمادة التعلم الالكتروني
Deanship of E-Learning
2006
BU

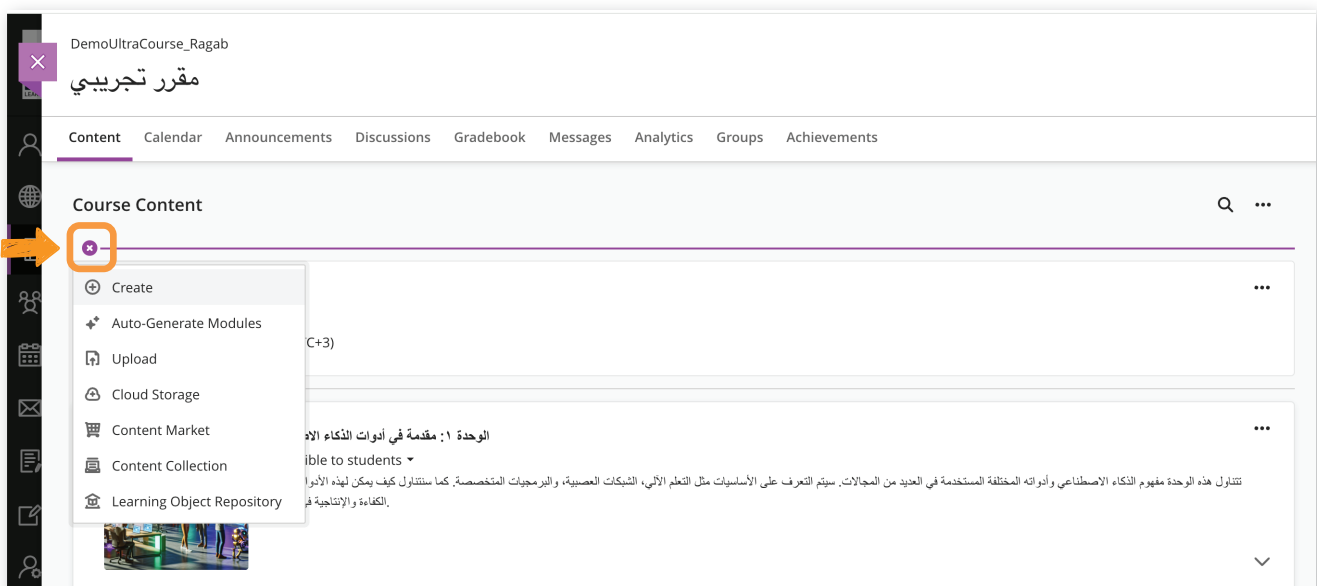## Create an Online Test in Blackboard Ultra

Blackboard Ultra allows you to create online tests directly within the course. You can add questions manually or import them from question banks. You can also customize the test settings to align with your instructional goals.

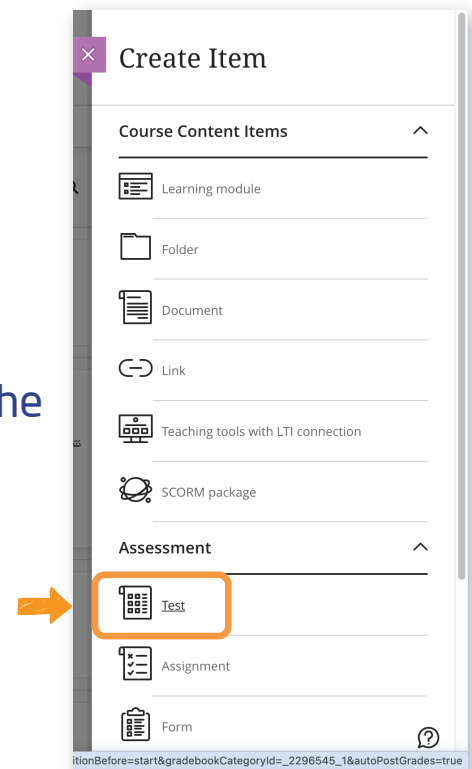**To create an online test, please follow the steps below:**
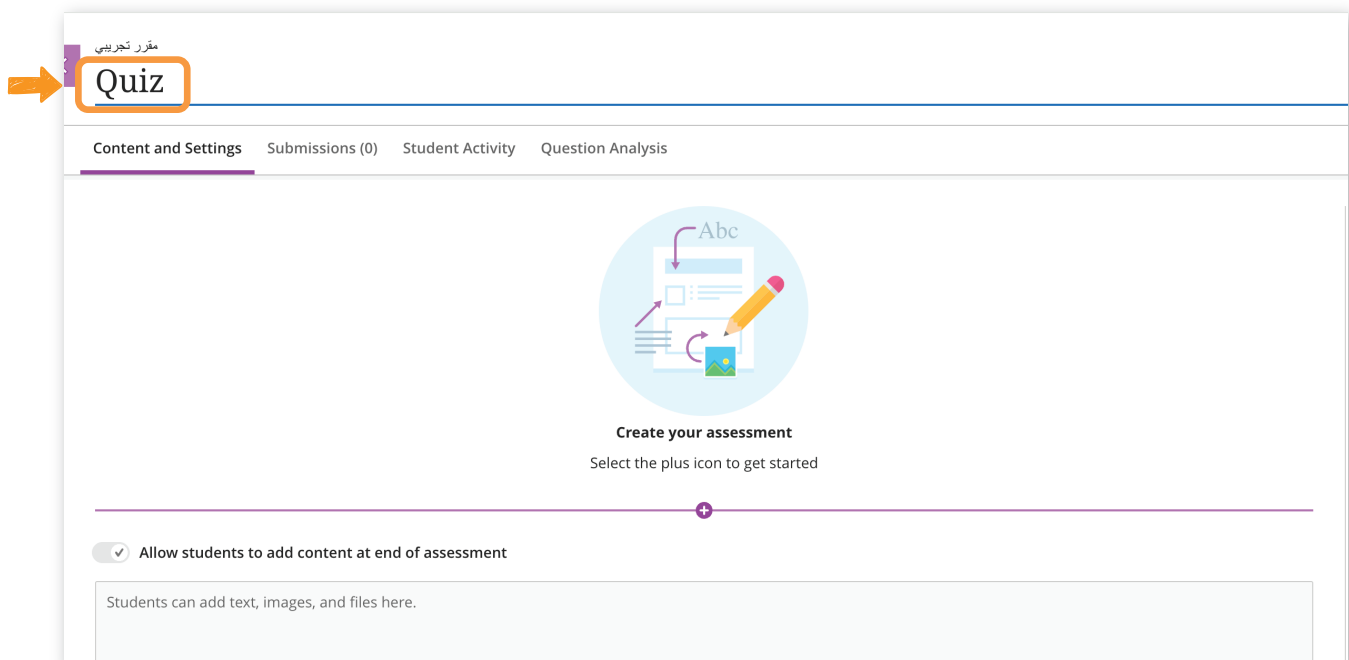
1. From within the course, go to the content page.
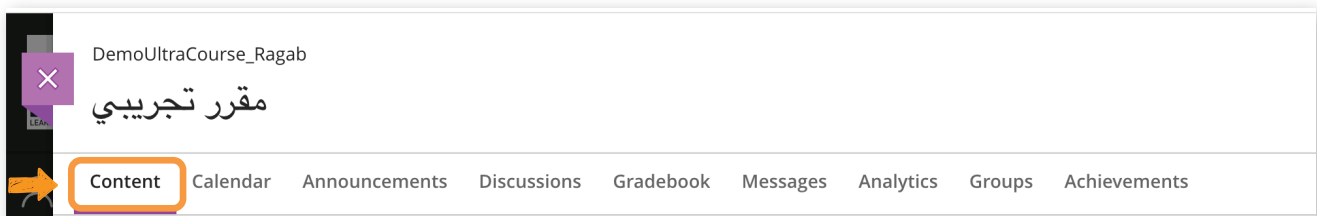
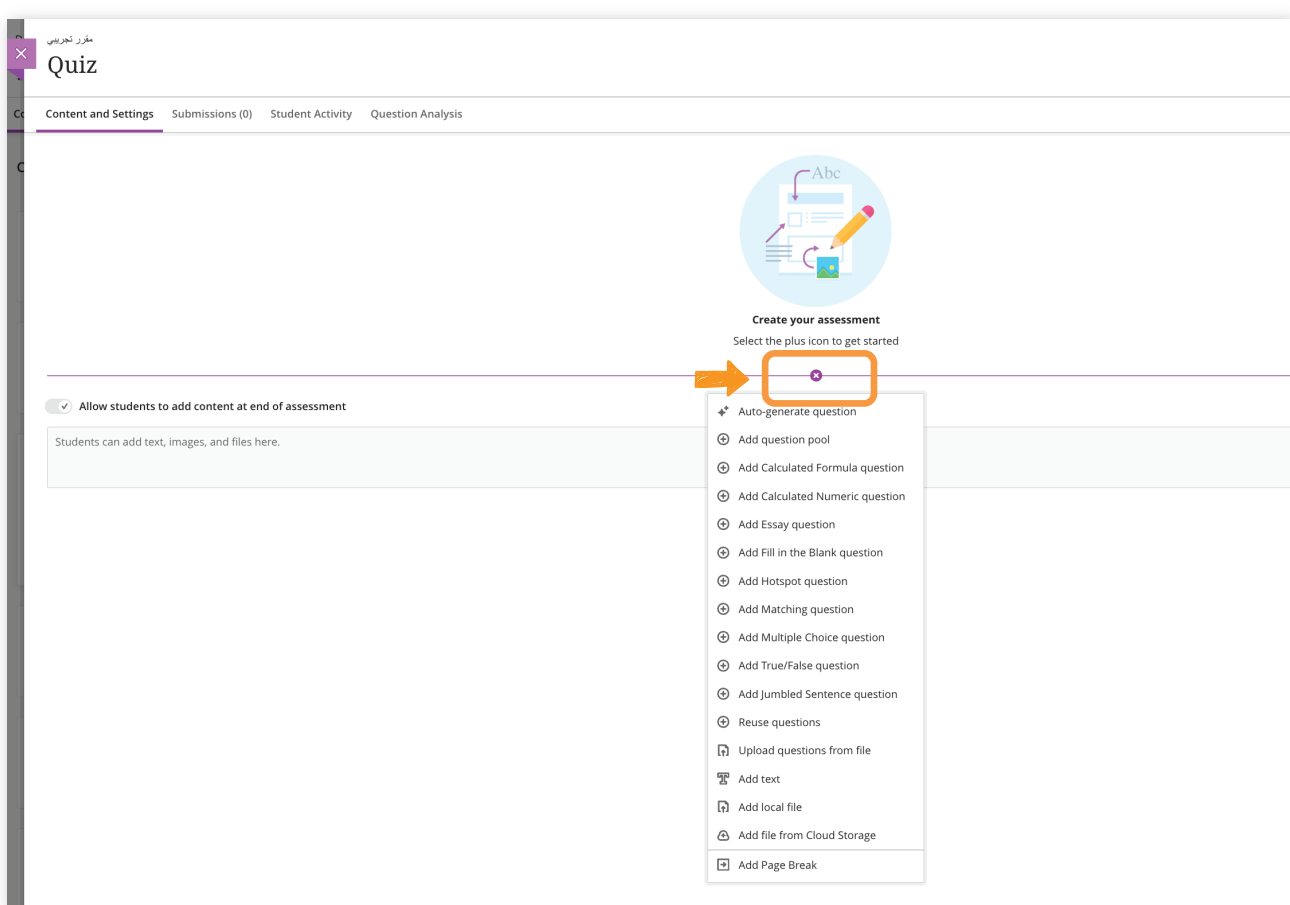2. Click the + button to add a new item. From the menu that appears, click Create.

③ The Create Item menu will appear. From the Assessment items, select Test.

Create Item

Course Content Items ⌃

- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection
- SCORM package

Assessment ⌃

- Test
- Assignment
- Form

itionBefore=start&gradebookCategoryId=_2296545_1&autoPostGrades=true

④ The test creation page will open, enter the name of the test

مقرر تجريبي

Quiz

Content and Settings   Submissions (0)   Student Activity   Question Analysis

Abc

Create your assessment

Select the plus icon to get started

✓ **Allow students to add content at end of assessment**

Students can add text, images, and files here.

⑤ To add questions: Click on + inside the test page and then choose the type of question you want (multiple choice, true/false, essay, complete... etc.)

Create your assessment

Select the plus icon to get started

Allow students to add content at end of assessment

Students can add text, images, and files here.

- Auto-generate question
- Add question pool
- Add Calculated Formula question
- Add Calculated Numeric question
- Add Essay question
- Add Fill in the Blank question
- Add Hotspot question
- Add Matching question
- Add Multiple Choice question
- Add True/False question
- Add Jumbled Sentence question
- Reuse questions
- Upload questions from file
- Add text
- Add local file
- Add file from Cloud Storage
- Add Page Break

⑥   After inserting the questions, check the distribution of points

Test Content   🖶 Print

Question 1   ☐ Easy edit   (1 point)

Question Title

General Information

Question titles are not visible for students.

* Question Text

A▾   T▾   A▾   ✎▾   B   I   U   ⋯   ⊞▾   ≡▾   ¶▾   ↺   ✐   🔗   📎   🖼   ⊕▾

Baghdad is the capital of Kuwait

Press FN + Option + F10 to access toolbar options

○ True

◉ False

✕ Automated Feedback

Cancel   Save
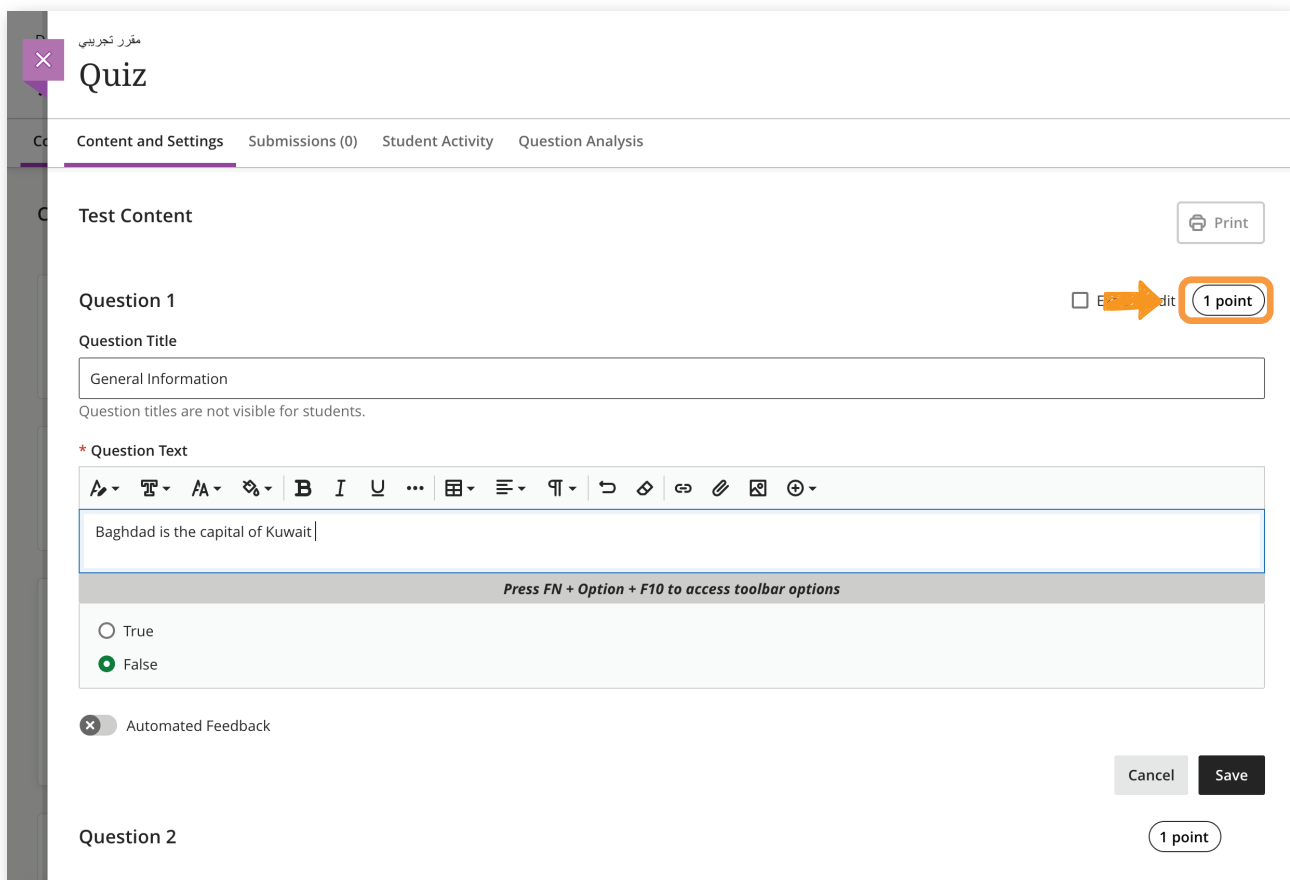
Question 2   (1 point)

⑦   From the top right of the page, click Assessment Settings.

Content and Settings | Submissions (0) | Student Activity | Question Analysis

Test Content | 🖨 Print

Question 1 | ☐ Extra Credit | 1 point

Question Title

General information

Question titles are not visible for students.

* Question Text

Baghdad is the capital of Kuwait

◉ True
○ False

⊗ Automated Feedback

Assessment Settings ⚙

📅 **Due date**
Tomorrow
Thu Oct 2, 2025 11:59 PM (UTC+3)

📄 **Grade category**
Test

📝 **Grading**
Points | 0 maximum points
Post grades automatically when assessment is graded. Change grade posting setting.

☑ **Attempts allowed**
1 attempt

📋 **Originality Report**
Enable SafeAssign ⑦

⑧ From the assessment settings, you can change test details and information, such as the due date, display options, formatting tools, grading and submissions, and assessment results. After completing your changes, click Save.

New Test 10/1/25

Assessment Settings

Details & Information

Due date

10/2/25 📅 | 11:59 PM 🕐

☐ No due date

☐ Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations ⑦

Cancel | **Save**

Important Notes:

• There is a detailed guide to test options called: (Set Test Properties and options in Blackboard Ultra).

• You can add new questions or import them from the question bank by following the steps outlined in the following guide: (Build a test by importing questions from question banks in Blackboard Ultra).

• The test can be edited later, even after creation.