Creating a Multiple Choice Test

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QG 0004

This Quick Guide will take you through the steps involved in creating a Multiple-Choice Test in your MyAberdeen course. For full details of how to create Tests and Surveys see:
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys

Step 1 – Create a Test

- Login to MyAberdeen and click on your selected Course
- In the course menu panel at the left hand side of the Homepage, select the Course Area e.g. Assessment, where the Test will be located
- In the Course Area page which opens, move the cursor over the Assessments button to display the create options and Click on Test.
- In the Create Test page that opens, click Create. The Test Information page opens
- Give your test a Name
- Use the Text Editor boxes to enter a Description and any Instructions that might be needed
- Click Submit. Now you will be taken to the Test Canvas page where you can Create or Upload questions

Step 2 – Creating Questions

Note: Once created, questions are stored in a database which can be accessed on the Test Canvas page, by clicking Reuse Question, then Find a Question

- In the Test Canvas page which opens, move the cursor over the Create Question button to display the question options
- Click Multiple Choice to open the Create/Edit Multiple Choice Question page
- Question – give your question a Title and enter the question Text in the Text Editor box
- Options
  - choose the options for answer numbering and orientation
  - choose whether to allow partial credit for incorrect answers and whether to randomise answers
- Answers
  - Select the number of answer choices you require
  - fill in each of the fields with your possible answers
  - select the correct answer by clicking on the round button to the left of the answer field.
- Feedback – enter any feedback that will display in response to a correct and an incorrect answer using the Text Editor boxes
- Categories and Feedback - Click Add to add a Category, Topic, Level of Difficulty or Keyword to the question
  - You can remove this by clicking the X icon

Note: Adding criteria to your question in Section 5 will enable you to use the corresponding menus on the Find a Question page to group or locate questions (see above)

- Instructor Notes – use the Text Editor field to enter any notes
- Submit – click Submit to add your question to the test
- You will be taken back to the Test Canvas Page where you can repeat Step 2 to add further questions
- When you have finished creating questions click Ok at the bottom right of the Test Canvas page
- Click Submit on the Create Test page which appears, to open the Test Options page

Step 3 – Test Options

On the Test Options page you can control information about the Test, including instructions, availability, feedback, and presentation

- Test Information – here you can edit the name and description of your test
Choose whether to have the test open in a new window or not by ticking the appropriate box

**Test Availability**
- Tick the box to make the test available *you can still select a date period during which the test will be available if you do not want it to appear immediately*
- Tick the box if you want to create a new announcement for the test
- Set the availability options for: **Number of Attempts, Forced Completion, Timer** and **Auto Submit**
- Choose the dates for which your test will be available
- Elect whether to set a **Password** for accessing the test and create the password

**Due Date** – set the date by which the test must be completed
- Click on the **Calendar** and **Clock** icons to choose the date and time or enter these manually in the boxes provided

**Self-Assessment Options**
- Tick the appropriate box to elect whether to **Include the test in Grade Centre Calculations**, or to **Hide the Results of this Test**

*Note:* Including the test in Grade Centre enables you to view the students’ results. Selecting this option, which is selected by default, automatically adds a column to the Grade Centre for this test. Students will only be able to view their **MyGrades** section of the Grade Centre if you have chosen to make it available.

- **Test Feedback**
  - Tick the box to select the type of feedback students will receive on completion of the test

- **Test Presentation**
  - **Tick the appropriate boxes** to select the way your test will be presented to students

- **Submit**
  - Click **Submit** to apply the options selected
  - Your test will be displayed on the **Course Area** page where you chose to locate it in **Step 1**

*Note:* You can preview the test in order to check how it will be experienced by your students by **clicking on the test name** in the Course Area page and following the instructions on-screen.

For more help on Multiple-choice questions see: [https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Question TYPES/Multiple Choice Questions](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Question_Types/MultipleChoice_Qu estions)

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**Important Note on Accessibility:** MyAberdeen users using screen reader (for example JAWS) may encounter difficulty with tests. The following best practice should be followed:
- **Within the test description (Step 1)** – detail the number of questions and question types included in the quiz
- **Within the question description (Step 2, Section 1)** – include details of the type of question and number of answer options

For further information on accessibility with MyAberdeen see: [http://www.abdn.ac.uk/eLearning/accessibility/myaberdeenaccess/](http://www.abdn.ac.uk/eLearning/accessibility/myaberdeenaccess/) or contact clt@abdn.ac.uk For advice on helping students with the use of assistive technology contact atech@abdn.ac.uk.