Leverage Blackboard as a formative assessment tool and check attendance simultaneously. Context – This method was used in ENVS 101 to track attendance and for advisors to learn more about students. It could also be used as a way to check comprehension of course material to provide valuable feedback to the instructor about academic progress. It could also be used to prime the session by getting students focused on a topic or to generate curiosity and inquiry.

1 ) Open up course materials page in Blackboard

![Blackboard Course Materials Page]

2 ) Select Test from the assessments drop-down

![Assessments Drop-down]

3 ) Click Create

ADD TEST

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

Create a New Test
4) I usually put the date as the name and the question itself as the content description

TEST INFORMATION

- **Name**: Put date here
- **Choose Color of Name**: Black

Content Link Description

optional information that displays in course materials folder

5) Next, choose the question type.

Test Canvas: Put date here

*The Test Canvas lets you add, edit, and reorder questions, as well as review a test. More Help...*
6) For this example, I chose the “short answer” option.

Create/Edit Short Answer Question

Short Answer questions require students to enter an answer into one or more text boxes. More Help

* Indicates a required field.

**QUESTION**

Question Title  optional (I leave blank)

* Question Text:

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

The question you want to ask goes here

7) There are a lot of question types you can use. You can also edit the points, and even enter correct answers and have Blackboard do the grading for you. Press “OK” in the bottom right when finished to proceed.
The next screen will give you customizable delivery options. First, make the test available. Second, select when it should be displayed and add a password. This is how you can use the formative assessment to check attendance. Set the question to open up during a synchronous session when you will provide the password to attendees. Third, you also have the option of setting a due date.

**TEST AVAILABILITY**

Make available to students  
- Yes  
- No

- Display After  
  03/23/2020  
  12:32 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Display Until  
  03/23/2020  
  12:33 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Password  
  BeCreative

Require a password to access this test.

**DUE DATE**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked Late.

- Due Date  
  
  Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Do not allow students to start the Test if the due date has passed.  
  Students will be unable to start the Test if this option is selected.
The last step is to select the test for deployment. Once submitted, it will appear in your course materials folder or subfolder that you've designated.

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. 

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