



Creating and Setting Options for an Exam in Bb Ultra


Create an Exam in Bb Ultra

1. On the Course Content page, choose where you would like to place the exam. It can be placed within a module, folder, or directly on to the Course Content page.
2. Click the circled + icon , then select Create.
3. In the Create Item panel, choose Test in the Assessment category.
4. Enter the test title at the top of the page.

Add Questions to Exam

1. Open an exam from the Course Content page.
2. Click the circled + icon  located in the Create your assessment area. From the dropdown menu, choose **Reuse questions**.
3. On the Reuse Questions page, select the question bank in the Sources category, then select the question(s) you would like added to the exam. When you have selected the questions, click the Copy Questions button.

Set Test Options and Parameters

1. To the right of Assessment Settings, click the Settings icon  and then select the parameters desired for this exam
 - a. Under Details & Information, set the due date and time for the exam
 - b. Under Presentation Options, set how the questions are presented to students
 - c. Under Grading & Submissions, you may set the category, attempts allowed, points and other grade options
 - d. Assessment Results settings determine how the results of a completed attempt can be viewed by the student.
2. Once the parameters have been set, click the Save button.