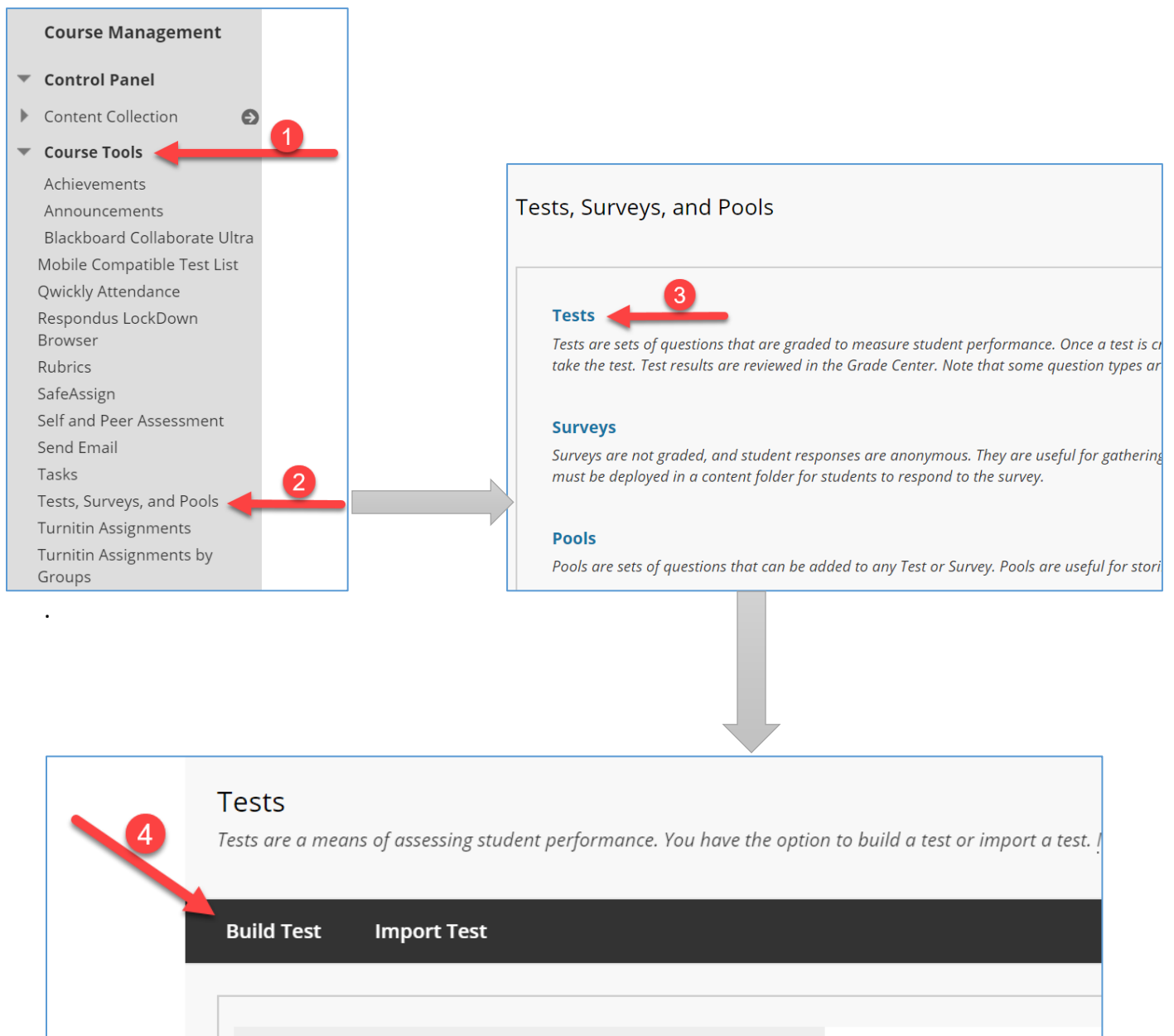




Create a Test in Blackboard

You can create a test either from the assessment menu in any content area or from “Course Tools”. You will start building the test within “Course Tools”.

- 1- Under “Course Management”, click on “Course Tools” to expand it.
- 2- Click on “Tests, Surveys, and Pools”.
- 3- Click on “Tests” in the “Tests, Surveys, and Pools” page.
- 4- Click on “Build Test”



Test Information

- 1- Enter the **Name** of the test
- 2- Enter test description and instructions (optional)
- 3- Click **“Submit”**

The screenshot shows the 'TEST INFORMATION' form. A red arrow labeled '1' points to the 'Name' input field containing 'Quiz 1'. A red arrow labeled '2' points to the rich text editor for the 'Description' and 'Instructions' fields, which contains the text: 'This quiz will cover unit 1. it contains multiple choice and True/False Questions.' and 'You should complete the quiz in 30 minutes. Make sure you save all your answers.' respectively. A red arrow labeled '3' points to the 'Submit' button at the bottom right. The form also includes a 'Cancel' button, a 'Path' field with 'p', and a 'Words:13' counter.

Test Canvas

Test canvas allows you to add and edit questions.

- 1- **“Create Question”** allows you to create a new question. More details are in the **“Create Questions”** tutorial.
- 2- **“Reuse Questions”** will allow you to add existing questions from other tests or pools.
- 3- **“Upload Questions”** will allow you to upload questions from a formatted text file.
- 4- **“Question Settings”** will allow you to change some of the default settings for this test such as the default points per question. The default points per question is 10, in case you would like to change it for all questions, please use this feature”.

The screenshot shows the 'Test Canvas: Quiz 1' interface. At the top, there is a header with the title and a help link. Below the header is a dark bar with four buttons: 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. Each button is circled in red and numbered 1 through 4 respectively. Below the buttons is a table with the following information:

Description	This quiz will cover unit 1. it contains multiple choice and True/False Questions.
Instructions	You should complete the quiz in 30 minutes. Make sure you save all your answers.
Total Questions	0
Total Points	0

At the bottom, there is a message: 'This test has no questions!'.