Create a Blackboard Test

Step 1: Create a test in Blackboard

Go to Control Panel > Course Tools > Tests, Surveys, and Pools > Tests

1. On the Tests page, select Build Test.
2. On the Test Information page, type a name. Optionally, provide a description and instructions.
3. Select Submit.
4. On the Test Canvas, from the Create Question menu, select a question type.
5. On the Create/Edit page, provide the necessary information to create a question.
6. Select Submit.
7. When you have added all the questions you need, select OK. The test is added to the list on the Tests page and is ready to make available to students.

Step 2: Add questions to an existing test.

You can add new questions exactly where you want them on the Test Canvas. Select the plus sign before or after another question and choose a question type.
Step 3: Make Your Test Available to Students

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 or survey available to students.

1. Navigate to the Module or Folder where you want to add a test.
2. Select Assessments to access the menu and select Test.
3. Select a test from the list.
4. Select Submit. The Test Options Page appears.
5. Make the test available to students.
6. Optionally, select the options for feedback and display, and set the due date and display dates.
7. Select Submit.

For Additional Help:
Test Options Page Settings
Watch a video about Creating Tests