Create a Test in Blackboard

(Audience: Instructors)

1) Navigate to the appropriate content area.
2) Hover over <Assessments> and select Test.
3) If the test has already been made select it from the list and click <Submit>.
4) If making a new test, click <Create> next to Create a New Test.
5) Put the name of the test in the Name textbox and an optional description in the Description textbox. Put the test instructions in the Instructions textbox (optional.)
6) Click <Submit>.

To create new questions for the test
1) Hover over <Create Questions>.

2) Choose the type of question to add from the drop down menu.

3) Fill out the Question text and Answers.

4) Click <Submit> to add the question.

Reuse previously created questions

1) Hover over <Reuse Question>.

2) Select Create Question Set.

3) Check the boxes next to the questions to be added.
4) Click `<Submit>` to add the questions.

**Upload Questions**

1) Click `<Upload Questions>`.

2) Click `<Browse>` to find the questions to upload from your computer.

3) Assign the amount of points per question.

4) Click `<Submit>` to add questions.

7) Click `<OK>` to create the Test.

8) Select the test from the Add Test list and click `<Submit>`. 