

# Creating Tests



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## Topic Overview

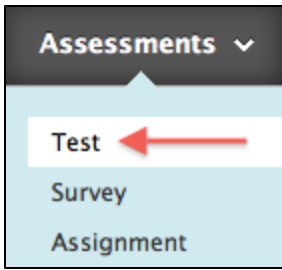
This document describes the steps in order to create a test in Blackboard.

## Steps

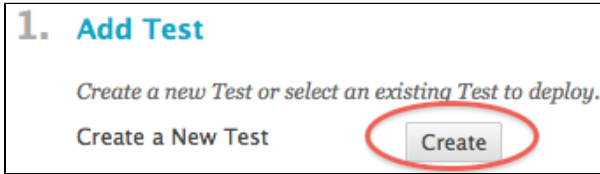
There are two methods of creating tests in Blackboard: **Creating a Test from a Content Area** and **Creating a Test from the 'Tests, Surveys, and Pools' Tool**.

### Creating a Test from a Content Area

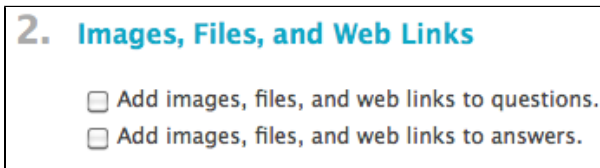
1. Click on the content area button where you want to place the test.
2. From the **Assessments** drop-down, choose **Test**.



3. Click the **Create** button under **Add Test**.



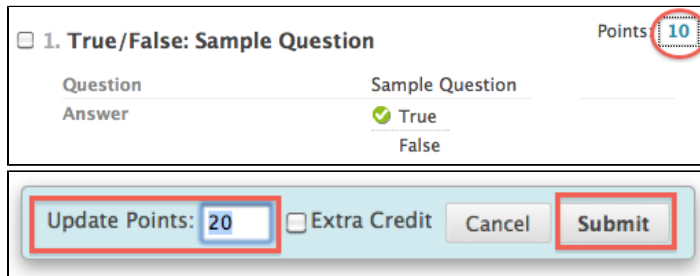
4. Fill in the Test Information and **Submit**. At this point, a new column in the **Grade Center** is created with the same name.  
 5. **If you want to be able to add images to the test**, modify the Question Settings by clicking on the **Question Settings** button located on the right side of the screen. Under #2, select the box(es) of your choice. Add images, files, and external links to questions. Add images, files, and external links to answers.



6. **Submit**

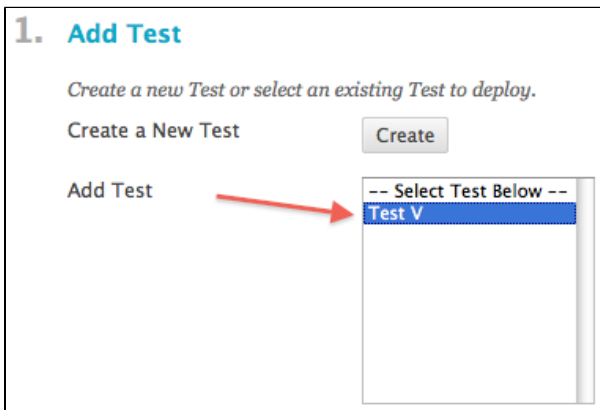
7. Click on **Create Questions** and choose the type of question from the drop-down menu

a. You can edit the number of points a question is worth on the right side of the Test Canvas page. Click on the number to change the value of the question, and then **Submit**

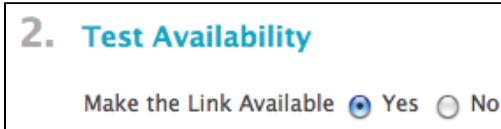


8. When finished creating *all* questions, click **OK** (bottom right corner).

9. **Highlight** the test to add and **Submit**.



10. Scroll down and select your options -- #2 contains Test Availability and Set Timer (among other options). If you want students to be able to access the test, the link must be made **Available**.



The [Test Options](#) page includes more information about the settings available in deploying a test.

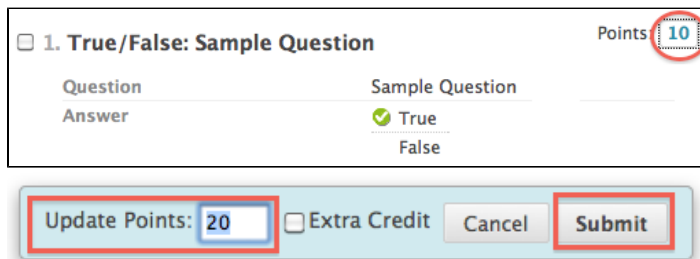
11. **Submit.**

## Creating a Test from the 'Tests, Surveys, and Pools' Tool

1. In the Control Panel, go to **Course Tools > Tests, Surveys, and Pools**
2. Click **Tests**
3. Click **Build Test**
4. Fill in the Test Information and **Submit**. At this point, a new column in the Grade Center is created with the same name.
5. **Submit**

1. Click on **Create Questions** and make your choice from the drop-down menu.

- a. You can edit the number of points a question is worth on the right side of the Test Canvas page. Click on the number to change the value of the question, and then **Submit**:

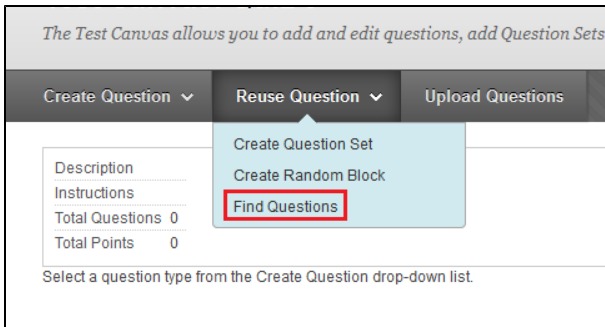


2. When finished creating *all* questions, click **OK** (bottom right corner)
3. You will be brought to a **Tests** page where all of the tests you have created are listed. From here you can see which tests have or have not been deployed yet. Visit the [Deploying Tests](#) page for information on how to deploy the test you have created into a specific content area.

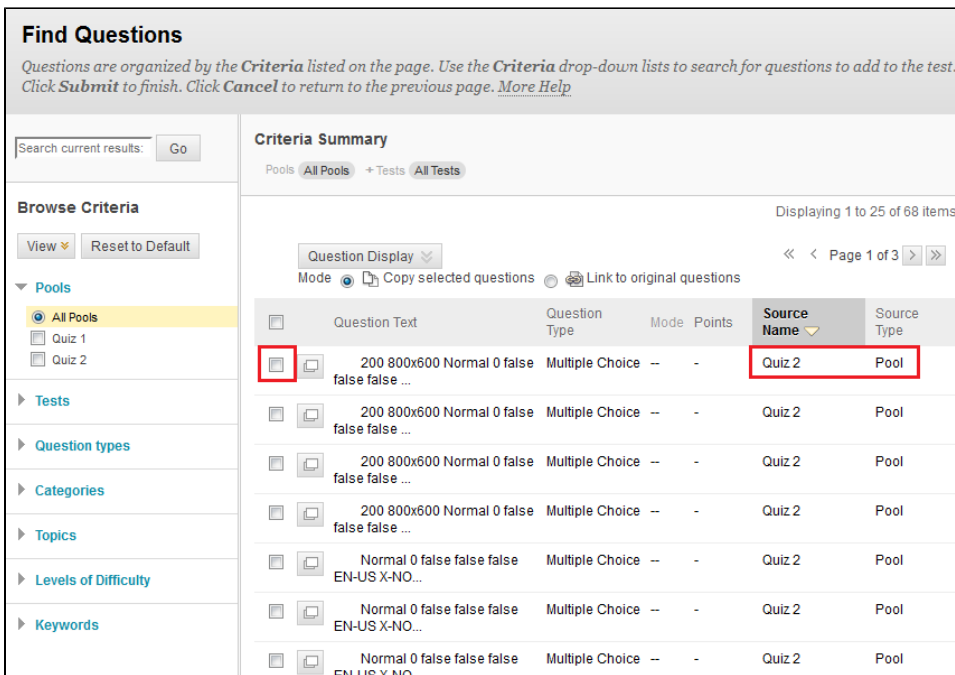
Name ▲	Deployed
Test I	Week 1
Test V	No

## Creating a Test With Questions From a Pool

1. Under the **Control Panel**, access **Course Tools** and click **Tests, Surveys and Pools**
2. Click **Tests**
3. Click **Build Test**, and **Enter Name** and information
4. Click **Submit**
5. Under **Reuse Question**, click **Find Questions**



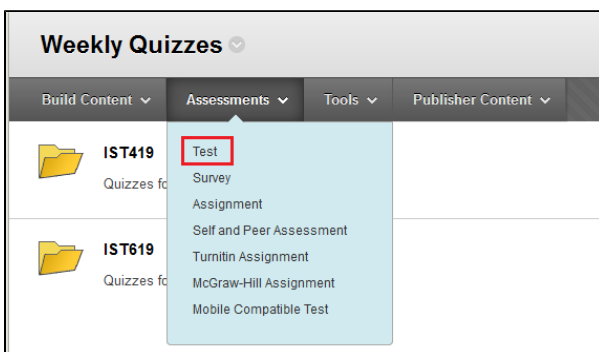
6. Select the pool questions you want. Make sure the question you select says **Pool** under **Source Type**



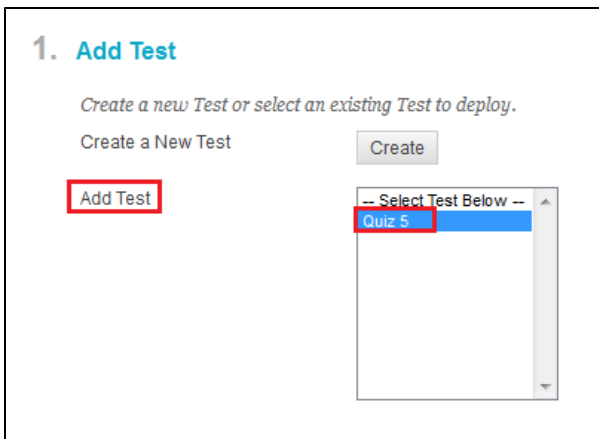
7. Click **Submit**
8. Click **OK**

## Deploy Existing Test Within Content Area

1. Enter area to upload assessment. Click **Assessments**, then select **Test**



2. Select assessment from **Add Test**. Click **Submit**



3. Edit details and information. Click **Submit**

## Sources and Relevant Links

[Deploying Tests](#)

[Video- Creating Tests](#)