

Creating Tests in Blackboard

1. Select **Course Tools** from the **Control Panel** area.
2. Select Tests, Surveys, and Pools.
3. Select **Pools**.
4. You now have the option to **Build Pool** or **Import Pool**.

Pool Manager

1. Select **Build Pool**, enter the **Pool Information**, and click **Submit**.
2. The **Pool Canvas** allows you to **Create Question, Find Questions, or Upload Questions**.
3. To **Create Question** select the Question Type from the drop down menu.
4. Enter **Question Text** and **Answers** and click **Submit**.

Test/Survey Manager

1. Select **Build Test**, enter the **Test Information**, and click **Submit**.
2. The **Test Canvas** allows you to **Create Question, Reuse Question, or Upload Questions**.
3. To **Create Question** select the Question Type from the drop down menu.
4. Enter **Question Text** and **Answers** and click **Submit**.

Deploying Tests

Tests can be deployed in the content area where you want students to locate them.

1. Select the **Course Documents** area where you want to deploy the test.
2. From the **Create Assessment** drop down menu select **Test**.
3. In the **Add Test** area select the Test you wish to deploy and click **Submit**.
4. In the **Test Information** area, enter the **Name** of the Test and a **Description**.
5. Select the **Test Availability, Self Assessment, Test Feedback, and Test Presentation** options and then click **Submit**.