

Creating Tests in Blackboard

1. Click the **Control Panel** button on the left side of the screen in your Course homepage.
2. Under **Course Tools** click **Tests, Surveys, and Pools**.
3. You now have the option to **Build Pool** or **Import Pool**.

Pool Manager

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

Deploying Tests

Tests are 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 **Evaluate** drop down menu select **Create 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 click **Submit**.