



Flexible Learning - Blackboard

Creating Blackboard Tests

Blackboard offers a powerful testing feature that allows instructors to create and deploy assessments to students. Instructors can create Blackboard tests that offer a variety of question types including true/false, multiple choice, matching, short answer, and others.

This document will outline how to create a test within the Blackboard Tests, Surveys, and Pools area.

1. In the **Control Panel**, click on the **Course Tools** section.
2. Select **Tests, Surveys, and Pools**.
3. On the **Tests, Surveys, and Pools** page, select **Tests**.
4. On the Tests page, click **Build Test** on the Action Bar.
5. On the Test Information page, **type a name**, and **optional description and instructions**.
6. Click **Submit**.
7. On the Test Canvas, point to **Create Question** on the action bar to access the drop-down list.
8. Select a **question type**.
9. On the **Create/Edit page**, provide the necessary information to create a question.
10. Click **Submit**.
11. On the Test Canvas, you can change a question's point value.
 - Click a question's current point value.
 - In the Update Points pop-up, edit the points.
 - Click Submit.
12. Repeat Step 7 through Step 11 to add more questions.
13. Click **OK**. The test is added to the list on the Tests page and is ready to deploy in a course area.

****To make the test available for students to take see the Blackboard tutorial Deploying a Test.**

