Creating a Test

There are two ways in which a test can be added: creating it directly in Blackboard (using the Build Test command), or importing it from a file (using the Import Test command). For now, we are going to create the test in Blackboard. There is a separate tutorial for adding questions to the test.

Due to the unpredictable nature of wireless and mobile Internet connections, tasks such as submitting graded assignments, posting files, and especially taking tests/quizzes should be completed through a standard Internet connection on a desktop or laptop computer, rather than on a wireless mobile device such as a smartphone or tablet. Blackboard cannot recover lost data from mobile devices after the connection is interrupted. Also, if the connection is disrupted in the middle of taking a test, the test attempt is complete, and the student cannot begin again.

Even computers connected directly to a network port can lose connectivity, but it is less likely than with a mobile device. Instructors should remind students that a computer connected via an Ethernet cable works best to maintain the connection.

1. Under Control Panel, click Course Tools, then Tests, Surveys, and Pools.

2. Click Tests.
3. Click **Build Test**.

4. Enter a name for the test. You can also add a description and instructions.
5. Click the **Submit** button.

Clicking **Submit** redirects you to the Test Canvas, where you can begin adding questions. The newly created test is added to your list of tests. When you are ready for students to take the test, you will need to make it available to students from a content area. You can find instructions for adding questions and making the test available in another tutorial.