



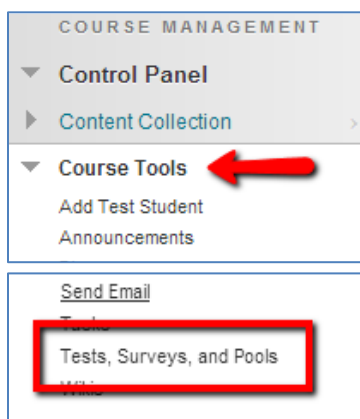
## Creating a Test

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**.

## Tests, Surveys, and Pools

**Tests**

*Tests are sets of questions that are graded to measure student performance. Once within a content folder before students can take the test. Test results are reviewed types are not automatically graded.*

**Surveys**

*Surveys are not graded. They are useful for gathering data from students that is n  
Surveys must be deployed in a content folder for students to respond to the survey*

3. Click **Build Test**.

### Tests

*Tests are a means of assessing student perform*

Build Test
Import Test

4. Enter a name for the test. You can also add a description and instructions.

**TEST INFORMATION**

Name  A name is required.

Description

*Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).*

This test covers the structure and functions of the Federal judiciary, including the Supreme Court and all lower courts.

Enter a description, primarily for the instructor's benefit.

Path: p Words:19

Instructions

There are 50 objective questions in various formats. You have 1 hour and 30 minutes to complete the exam. At the end of that hour and a half, the test will be automatically submitted and graded.

Enter specific instructions for students taking the test.

Path: p Words:35

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.