

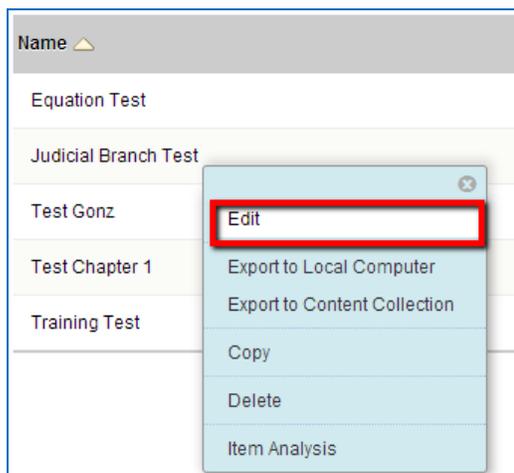


Editing a Test

To modify a test in a Blackboard course, you can start from the Tests, Surveys, and Pools page or the Content Area where the test is deployed. The latter provides a choice between editing the content of the test and editing its properties.

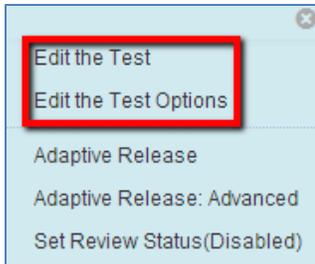
In Tests, Surveys, and Pools

In the list of tests in Tests, Surveys, and Pools, an Instructor can click the arrow next to the name of a test and select **Edit** from the contest menu. This takes you to the Test Canvas, from which you can modify the content of the test—i.e., question text and answers. Click the arrow next to the title of a question to edit the question or its answer.



In the Content Area

From the Content Area on which a test is deployed, the test's contextual menu has two slightly different commands at the top: **Edit the Test** and **Edit the Test Options**.



- Use **Edit the Test** to modify the content of questions and answers for the selected test. When a test is modified from the content area, the changes are reflected in Tests, Surveys, and Pools as well.
- Use **Edit the Test Options** to modify the properties of the test, such as the date range available and presentation options.

For any test which does not have attempts submitted, you no longer need to scroll to the top of the Test Canvas in order to click a button to add a question. Simply point to an existing question, and an Add Question icon will appear above and below. Click the icon above to insert a question before, or the one below to insert a question after. The icon produces a menu allowing you to

- choose a question type;
- create a Question Set;
- create a Random Block; or
- find questions from elsewhere in the course.

