Blackboard’s assessment tools allow you to create tests that automatically become an item in your Grade Center. Students complete these assessments and submit them through Blackboard. In this tutorial you will learn how to navigate to Tests, Surveys, and Pools to create a test.

1. Scroll down to the **CONTROL PANEL** and click on **COURSE TOOLS**. From the Course Tools menu, select **TEST, SURVEYS, AND POOLS**.

2. On the **TESTS, SURVEYS, AND POOLS** main menu page, click **TESTS**.

3. On the **TESTS** page click the **BUILD TEST** button.

4. On the **TEST INFORMATION** page, enter a **name**, a **description**, and **instructions** in the given text boxes provided. Click **SUBMIT** to continue.

5. On the **TEST CANVAS** page, mouse over the **CREATE QUESTION** button and select a question. For the purposes of this tutorial, select Multiple Choice.
6. On the **CREATE/EDIT QUESTION** page, fill out the following sections:

**Question**: Enter your question text in the text-editor.

**Options**: Select the numbering format and answer orientation format you would like to apply to the question.

Depending on your test’s Question Settings, you may see options for enabling partial credit or having answers appear in random order.

**Answers**: Select the number of answers from the drop down menu. Then, enter the text for your answer choices in the textboxes provided. Be sure to designate the correct answer by clicking on the radio button to the left of the appropriate answer box.

**Feedback**: Type feedback for correct and incorrect responses to the question in the textboxes provided.
7. When you are done building a question, click the **Submit** button to finish adding your question. You will be returned to the **TEST CANVAS** page. While in the Test Canvas, you can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented.

![Test Canvas: Test 1](image)

8. When you are done building your test, click the **OK** button at the bottom of the page.

You will be taken to back to the Tests page.

![Tests](image)

The test will be added to your list of tests; note that it is NOT deployed yet and can be edited through the context menu controls if desired.

If you are ready to make the test available to students within a Content Area in the course menu, see these instructions.

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